
OPEN SYSTEMS® Accounting Software

Accounts Payable User's Manual

For Use with Contractors' Job Cost

PN/2310.AP65

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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Welcome to OSAS®

The OPEN SYSTEMS Accounting Software (OSAS) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

Customer Support

Open Systems, Inc. has a strong commitment to customer service and product quality. If you have difficulty using Open Systems, Inc. products, consult your user's manual and other OSAS reference materials. If you need more information, consult a customer support representative.

OSAS Overview

Resource Manager

The Resource Manager application is the foundation or shell of OSAS. It provides the operating environment that holds the other applications. Resource Manager also includes three powerful business features: Global Inquiry, Executive Information Summary (EIS), and Print Manager. With Global Inquiry, you can drill through your accounting data to find selected information throughout your system. With EIS, you can access company information quickly and view summaries of all aspects of a company or a group of companies. With Print Manager, when you print reports to file, your reports can be stored, sorted, printed, and searched for specific text.

Base Applications

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are: General Ledger, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, Payroll, and Inventory.

Running OSAS

OSAS runs on an operating system supported by 150 megabytes of permanent storage and 4MB of RAM. You may need additional space or memory, depending on the size of your data files and the operating system you use. Consult your reseller for more information.

Starting OSAS in Windows

To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or access the program from the **Start** menu.

Starting OSAS on Other Operating Systems

To start OSAS on an operating system other than Windows, enter **osas** at the operating system prompt.

The **osas** command can recognize three parameters: **-t**, **-c**, and **-a**.

The terminal ID (**-t**) is the identification code assigned to the terminal you are using to run OSAS. On multiuser systems, each terminal usually has a default ID assigned when the terminals were added to the system. Use the **-t** parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you are using Resource Manager for LANs.

The company ID (**-c**) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (**-a**) is your personal password. Use the **Access Codes** function on the Resource Manager **Company Setup** menu to set up access codes.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2 (**T2**) working with company **B**, and the password is **apple**, specify that information to access the system:

osas -t T2 -c B -a apple

In UNIX you can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (**-t**, **-c**, or **-a**) and the parameter itself.

Note

In Windows, you can set up OSAS such that it always opens using a certain access code. Open the OSAS program shortcut's properties and enter the access code and your company ID in the **Target** box. For example, using **apple** as your access code and **H** as your company ID, enter the following:

C:\osas\progRM\osastm.exe -m4096 -tT00 -nT00 - -aapple -cH

If you want the system to prompt for an access code after opening, enter **-a** in the **Target** field, followed by a space, followed by **-c** and the company ID.

In the Windows icon properties, you can enter the parameter marks (**-m**, **-t**, or **-n**) in any combination but must be before the separation dash. Enter the access code and company ID commands (**-a** and **-c**) *after* the separation dash. See the Resource Manager Installation Manual for more information on these parameters.

The Accounts Payable System

Use the Accounts Payable system to record invoices you receive and payments you make to vendors. It lends its tracking capabilities to other applications associated with tracking assets (Inventory, for example). It represents a liability; when you make a payment to vendors, the transactions are expressed as losses to your source of revenue and gains to the assets you paid for. For example, if you purchase inventory items, the transaction represents a loss to your capital and a gain to inventory.

Menu Structure

The Accounts Payable menu structure is similar to the structure of other OSAS applications: functions appear roughly in order of use.

File Maintenance

Use the functions on the **File Maintenance** menu to set up and maintain information about your vendors. For example, use the **Vendors** function to establish and update information about vendors with which you usually do business.

Information Inquiry

Use the Information Inquiry functions to view (not change) information about vendors, invoices, and history. If you are running OSAS through a multiuser network, several people can look up the same information at the same time.

Entering Transactions

After you establish the valid codes and IDs through the File Maintenance functions, you can use the Daily Work functions and the Material Requisitions functions to enter transactions that involve acquiring goods.

Daily Work

Use the Daily Work functions to do daily operations that involve an outside vendor: entering transactions and recurring entries, producing the Purchases and Miscellaneous Debits Journals, and posting transactions. You can choose to group certain transactions by batch, to help streamline entry, printing, and posting tasks.

Material Requisitions

Use the Material Requisitions functions to do daily operations that involve transferring goods from one part of the company to another: entering and printing requisitions, producing the Material Requisitions Journal and the Backorder Allocation Report, and posting.

Reports

Accounts Payable offers two categories of reports: management reports and history reports. The management reports show information primarily from the **APINxxx** (Open Invoice) file. The history reports show information from the **APHIxxx** and **APHSxxx** (Detail and Summary History) files and the **APHCxxx** (Check History) file.

Use the reports functions as often as necessary to produce summarized information about current and historical purchases and payments.

Pay Invoices

After doing your daily work and producing reports, you can use the Pay Invoices functions to prepare the invoices produced as checks, print the checks, and post the payments.

Master File Lists

Information that you enter in the File Maintenance functions is kept in master files. Use the Master File Lists functions to produce the contents of the files: details about vendors, recurring entries, and so forth.

File Information

The information you enter in Accounts Payable functions is stored in files. Each file falls into one of four categories: vendor files, attribute files, temporary files, and history files. (OSAS does not make a distinction between categories of files. The files are described in terms of categories to give you a better idea of how each fits in.)

Vendor files

The vendor files serve as permanent sources of vendor information: data stays in the files until you remove it.

The **APVExxx** (Vendor) file holds the following vendor information, which you can enter directly through File Maintenance functions or by updating information from interfaced applications:

- Vendor ID and description
- Vendor name, address, and phone number
- Terms code and distribution code
- Web site and e-mail addresses
- Vendor class and payment priority
- 1099 information
- Amount due

The **APVCxxx** (Vendor Comments) file holds comments about the vendors with which you do business. Initially you enter comments through the **Vendors** function.

Attribute files

The attribute files hold data that you can assign to each vendor. These attributes often carry their own function names. These files serve as permanent sources of information: data stays in these files until you remove it.

The **APDCxxx** (Distribution Codes) file stores the distribution codes assigned to the vendor in the **Distribution Codes** function. The codes are assigned to vendors and serve as a shorthand method to the General Ledger accounts to which accounts payable, sales tax expense, and freight and miscellaneous charges are posted.

The **APTCxxx** (Terms Codes) file stores the terms codes assigned to the vendor in the **Terms Codes** function. The codes are assigned to information about regular payment terms and serve as a shorthand method to enter the information required to calculate payment discounts. As a result, you can make payments to groups of vendors based on the terms of payment with the defined codes.

The **APRLxxx** and **APRHxxx** (Recurring Entries) files store information about payments you make regularly to vendors. The **APRLxxx** file stores line-item information about each recurring entry; the **APRHxxx** file stores totals information.

The **APBTxxx** (Batch) file stores information about the batches you use to organize your AP invoices and miscellaneous debits when you enter, print and post them.

The **APRDxxx** (Recurring Additional Descriptions) file holds additional descriptions you assign to line items in a recurring entry. This file is used only if you elect to enter additional descriptive text for line items in the Resource Manager **Options and Interfaces** function. The additional text is printed on invoices after you copy the entry to the **APTDxxx** and **APTHxxx** files.

The **RMTDxxx** (Tax Location Detail) file stores such tax location information as the location ID, taxable and nontaxable sales and purchases, tax paid, class, percentage, and amount refundable.

The **RMGCxxx** (Group Code) file stores information about tax groups and tax levels.

The **RMTHxxx** (Tax Location Header) file stores information about the tax authority and tax accounts.

Temporary files

The temporary files store information created from an action you perform and send that information to a different file—usually a history file—when you post.

The **APLSxxx** (Serial Item) file stores information about serial numbers and lots. You can delete and change the information in this file through Accounts Payable functions, but not through Inventory functions.

The **APTDxxx** and **APTHxxx** (Transaction) files store information about unposted purchases and miscellaneous debits. The **APTDxxx** file stores line-item information about each transaction; the **APTHxxx** file stores totals information.

The **APDExxx** (Additional Descriptions) file stores additional descriptions you assign to line items. This file is used only if you elect to enter additional descriptive text for line items in the Resource Manager **Options and Interfaces** function.

The **APMDxxx** and **APMHxxx** (Material Requisitions) files store unposted and backordered material requisitions. The **APMDxxx** file stores line-item information about each material requisition; the **APMHxxx** file stores totals information.

The **APINxxx** (Open Invoice) file stores such summary information as the amount due and the due date of the purchases and miscellaneous debits that were posted from the **APTDxxx** and **APTHxxx** files. The items remain on file until they are recorded as paid in full.

The **APIXxxx** (Open Invoice Additional Information) file stores purchase order numbers associated with invoices posted from the **APTDxxx** and **APTHxxx** files.

The **APCHxxx** (Checks) file stores the latest batch of unposted checks that have been prepared for vendors.

The **APCMxxx** (Requisition Control) file stores a record for each terminal ID with requisitions being entered or edited.

History files

The history files get information as a result of a post.

The **APHCxxx** (Check History) file stores summary information for posted or voided checks. This file is used only if you elect to save check history in the Resource Manager **Options and Interfaces** function.

The **APHSxxx** (Summary History) file contains information for each item purchased from each vendor in each period. Three types of summary records are created for each vendor: a company record, a vendor record, and an item record. This file is used only if you elect to save summary history in the Resource Manager **Options and Interfaces** function.

The **APHIxxx** (Detail History) file contains detailed information about accounts payable transactions. This file is used only if you elect to save detail history in the Resource Manager **Options and Interfaces** function.

The **APHDxxx** (Additional Descriptions History) file contains additional descriptions from entries posted to the **APHIxxx** file. You can also print these descriptions in the Detail History Report. This file is used only if you elect to use the additional descriptions option in the Resource Manager **Options and Interfaces** function.

File Interaction

The Accounts Payable system tracks money owed to your vendors. When you enter and post transactions, information is retained in or distributed to the appropriate files to keep the information up to date, make the information available through reports, and keep the system in balance.

Transactions

You can enter two categories of transactions: purchases (or miscellaneous debits) and material requisitions.

Purchases or Miscellaneous Debits

When you enter purchases or miscellaneous debits, the key unit is the invoice. An invoice holds one or more purchases or miscellaneous debits.

You can copy recurring entries to a purchase. Use the **Recurring Entries** function to define the run codes that identify recurring entries. The information is kept in the **APRLxxx** and **APRHxxx** files. When the purchase is made, enter the run code in the **Transactions** function.

If Accounts Payable interfaces with Inventory and you enter a line item for an inventory item, the on-hand and available quantities in the Inventory item record are reduced for miscellaneous debits and increased for purchases by the quantity you enter.

Information about unposted purchases and miscellaneous debits is stored in the **APTDxxx** and **APTHxxx** files.

If you selected the option to use additional descriptions, you can enter 10 lines of additional descriptive text about each line item. The additional text is stored in the **APDExxx** file and is printed in the Purchases and Miscellaneous Debits Journals.

When you post purchases and miscellaneous debits, several things happen, depending on your option settings:

- Information about purchases and miscellaneous debits is moved from the **APTDxxx** and **APTHxxx** files to the **APINxxx** file. The **APIXxxx** file is updated with the purchase order number associated with the open invoice.
- Each vendor's company and vendor records are updated in the **APHSxxx** file.

- The amount due, amount prepaid, and purchase and payment history fields are updated in the **APVExxx** file.
- If you keep detail and summary history, the **APHIxxx** file is updated by detailed line-item and totals information, and the **APHSxxx** file is updated by summary line-item and totals information.
- If Accounts Payable interfaces with General Ledger, debit and credit entries are made to the accounts payable, sales tax, freight, miscellaneous, and expense accounts in the **GLJRxxx** (General Ledger Journal) file.
- The Resource Manager tax files are updated.
- If Accounts Payable interfaces with Job Cost, the job and phase records are updated by cost information in the **JOBSxxx** file.
- The **APLSxxx**, **APTDxxx**, and **APTHxxx** files are cleared.

Batching

Using the batching function in your daily work increases your productivity and enables you to better control your daily transactions. Using the batch function allows you to group certain transactions by batch, to help streamline entry, printing, and posting tasks.

Material Requisitions

When you enter material requisitions, the key unit is the requisition. A requisition holds one or more requisitioned items.

If Accounts Payable interfaces with Inventory, the line items are first filled from current stock. The remainder is backordered.

Information about unposted and backordered material requisitions is stored in the **APMDxxx** and **APMHxxx** files.

When you post material requisitions, several things happen, depending on your option settings:

- Backorders are created in the **APMDxxx** and **APMHxxx** files for partially filled requisitions.
- Fully filled requisitions are removed from the **APMDxxx** and **APMHxxx** files, and serial numbers are removed from the **APMSxxx** file.
- The **APHIxxx** file is updated by detailed line-item and totals information.
- If Accounts Payable interfaces with General Ledger, debit and credit entries are made to the accounts payable, material inventory, and miscellaneous material accounts in the **GLJRxxx** file.
- If Accounts Payable interfaces with Job Cost, the job and phase records are updated by cost information. The **JOHIxxx** file is automatically updated; the **JOBSxxx** file is optionally updated.

Preparing Payments and Paying Invoices

Use the Pay Invoices functions to prepare payments and pay your bills. These Accounts Payable functions are optional; you could go through an entire Accounts Payable work cycle without using the functions. Since it is likely that you make many of your payments by check, these functions are useful because you can send the information directly from the **APINxxx** file to the **APCHxxx** file and then to the checks themselves.

Before you prepare checks, place disputed (open) invoices on hold and release held invoices that can be paid. To place all invoices on hold or release all held invoices for one or more vendors, use the **Change Open Invoice Status** function. To place individual invoices on hold or release some invoices that are on hold, use the **Hold/Release Invoices** function.

Use the **Prepare Checks** function to indicate to the **APCHxxx** file the released invoices that are due to be paid. When checks are prepared, a log showing which invoices were prepared is produced.

To look at which invoices have checks prepared and remove an invoice from the list. If necessary, use the **Select Payables** function.

Before you print the checks, you might want to produce the Edit Register to get a list of the checks cleared to print.

Use the **Print Checks** function to print the checks. If you elected to save check history in the AP Options and Interfaces, the record is sent to the **APHCxxx** file.

After you print the checks, print the Check Register for an audit trail of the vendor checks you printed.

When you have printed all the checks and are ready to post, use the **Post Payments** function. Information is moved from the **APCHxxx** file to the **APHIxxx** and **APHSxxx** files, and the general ledger account numbers of the checks are stored in the **APHCxxx** file.

If you spot checks that should not have printed or if printed checks are lost or destroyed, use the **Void Checks** function to void them.

Producing Reports

The **APVExxx** file provides information for several reports:

- The Vendor Analysis Report shows the balances and cumulative purchases for vendors and summarizes the purchasing activity with your vendors.
- The Vendor Detail List shows general information about your vendors.
- Use the vendor labels as mailing labels or as a quick reference of the vendors that are on file.
- The 1099 Forms summarize your year-to-date payments to vendors. You can print forms or save the data on magnetic media.

The **APINxxx**, **APIXxxx**, and **APVExxx** files provide information for several reports:

- The Open Invoice Report shows the invoices that remain unpaid and miscellaneous debits from the **APINxxx** and **APIXxxx** files.

- The Cash Flow Report shows the amount of cash you can expect to pay out within three user-defined periods from the **APINxxx** and **APVExxx** files.
- The Aged Trial Balance shows the open invoice balances broken down into five aging periods—current, 30, 60, 90, and 120+ days.

The **APVCxxx** file provides the information for the Vendor Comments List.

The **APRLxxx**, **APRHxxx**, and **APRDxxx** files provide information for two reports:

- The Copy Recurring Entries Report shows the total recurring entries transferred to the **APTDxxx** and **APTHxxx** files. If problems occur during the process, an error log is included in the report.
- The Recurring Entries List serves as a reference when you copy entries to the **APTDxxx** and **APTHxxx** files.

The **APCHxxx** file provides information for the Edit Register and for checks.

The **APMDxxx** and **APMHxxx** files provide information for the material requisition forms and the Backorder Allocation Report. Produce this report to find out which backordered requisitions you can fill when goods are received in Inventory.

The **APHCxxx** file provides information for the Check History Report, which shows summary information for printed and voided checks.

The **APHIxxx** file provides information for several reports:

- The Detail History Report shows the purchases and returns you made.
- The Vendor Activity Report shows what you are purchasing, from whom you are purchasing it, and how often you purchase it.
- The Payment History Report shows paid invoices, check numbers and dates, and payment types.

- The Summary Invoice History Report shows vendor and invoice summary totals.
- The Tax Audit Report shows the tax breakdown by vendor, invoice number, and tax location.

The **APHSxxx** file provides information for several reports:

- The AP Analysis Report shows the statuses of your company's payables.
- The Purchase Analysis Report shows your company's purchases and discounts taken and lost.
- The Vendor Purchase History Report shows how much you purchased from vendors.

Posting Payments

When you use the **Post Payments** function to post the checks you printed, several things happen:

- Invoices that are paid in full change to paid status, and the check numbers and dates are added to the **APINxxx** file.
- The totals in the **APVExxx** file are updated for the invoices you paid.
- The **APCHxxx** file is cleared for the next check cycle.
- The **APHCxxx** file is updated with the checks' general ledger account numbers if you elected to keep check history in the Resource Manager **Options and Interfaces** function.
- The invoice and payment information is transferred to the **APHIxxx** and **APHSxxx** files if you elected to keep summary and invoice history in the Resource Manager **Options and Interfaces** function.

- If Accounts Payable interfaces with General Ledger, debit and credit entries are made to the cash, accounts payable, and discount accounts in the **GLJRxxx** file.
- If Accounts Payable interfaces with Bank Reconciliation, disbursement entries are created in the **BRTRxxx** file for the checks posted.

Periodic Maintenance

When you do periodic maintenance, several things happen:

- Totals are transferred from the **APVExxx** file to the last-year fields, and period-, quarter-, and year-to-date totals are cleared.
- At the end of the calendar year, 1099 YTD payments are moved to last year.

The following chart shows the effects of periodic maintenance on the **APVExxx** file:

Value	Updated (+ or -)	Increased	Decreased
General Information	Use the Vendors function		
Vendor Comments	Use the Vendors function		
Purchases PTD, QTD, YTD, and LY		Post transactions	Post miscellaneous debits
Payments PTD, QTD, YTD, and LY		Post payments	Post payments
Discount Taken PTD, QTD, YTD, and LY		Post transactions	Post miscellaneous debits
Discount Lost PTD, QTD, YTD, and LY		Post transactions	Post miscellaneous debits
Last Purchase Number		Post transactions	Post miscellaneous debits

Value	Updated (+ or -)	Increased	Decreased
Last Purchase Date		Post transactions	Post miscellaneous debits
Last Purchase Amount		Post transactions	Post miscellaneous debits
Last Payment Date		Post payments	Post payments
Last Check Number		Post payments	Post payments
Last Payment Amount		Post payments	Post payments
YTD 1099 Payments		Post payments	Post payments
Last-Year 1099 Payments		Post payments	Post payments

Purging Selected Files

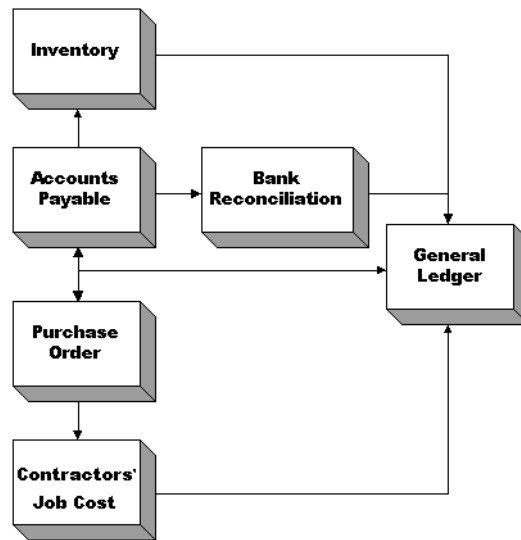
After your files become too large, you should clear data through the **Periodic Maintenance** function and the **Purge Vendor Comments** function.

The following list shows the effects of purging selected files:

- Paid invoices with check dates before the date you specify are removed from the **APINxxx** and **APIXxxx** files.
- Detail history with invoice dates before the date you specify is removed from the **APHIxxx** file.
- Summary history before the period/fiscal year you specify is removed from the **APHSxxx** file.
- Check history with check dates before the date you specify is removed from the **APHCxxx** file.
- Recurring entries with cutoff dates before the date you specify is removed from the **APRLxxx**, **APRHxxx**, and **APRDxxx** files.
- Temporary vendors with zero balances are removed from the **APVExxx** file.

Application Interaction

You can use Accounts Payable as a standalone application, but you get optimal use from it when you interface it with other applications.



Interfacing applications means that the information you enter in one application, you can transfer to and use in other applications. So it reduces data entry time and the number of errors that might creep in along the way.

Conventions

This manual helps you install OSAS on any standard computer running any of several popular operating systems and helps with your accounting software questions. Use the manual as a reference for the OSAS interface and application functions.

Manual Conventions

This manual is divided into the following sections:

- This introduction provides an overview of this application and the OSAS system, the basic functionality of the application including graphical and text-based application features, and function key references.
- The remainder of the chapters explains the set up, workflow, and functions of the application: where each function fits within the application and how to use each function to get the most out of the application.

Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, these terms are used for operating the mouse: *click*, *right-click*, *double-click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or *select*, that function.

A *right-click* is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

Note

Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a *click* refers to a single press of the right mouse button, while the term *right-click* refers to a single press of the left button.

GUI/Text Command Conventions

When you see the phrase “use the **Proceed (OK)** command” in the user’s manuals, press **PgDn** in either text or graphical mode. In graphical mode, clicking **OK** has the same effect as pressing **PgDn**.

GUI/Text Menu and Function Conventions

When you start OSAS, the main menu appears and lists the applications available for use. If you are using UNIX or Linux, the text main menu appears.

If you are using Windows, you can choose between the text main menu, the graphical main menu, or the start-style main menu. Use the **Defaults** function under the Resource Manager **Workstation Configuration** menu to select the style of menu you want to appear by default, or you can press **Shift+F5** to toggle between the menu styles from any menu. You can use any of the menus regardless of whether you use the text or graphical modes for the OSAS functions.

In addition, if you are using Windows, you can use either text or graphical function screens independently of the main menu. For example, you can use text function screens even if you are using the graphical main menu and vice versa. Select **GUI Functions** from the **Modes** menu or press **Shift+F6** to toggle between the text and graphical modes for function screens.

Access Codes

Your company can limit use of the system by defining access codes and assigning them to employees. Each code allows access to specific applications, menus, and functions. If you cannot select a menu, your access code is not authorized for it.

Use the **Access Codes** function on the Resource Manager **Company Setup** menu to set up access codes.

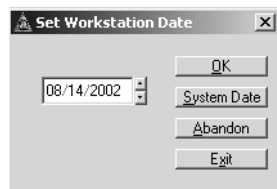
If you have more than one access code, select **Access code** from the **File** menu or press **F4**. The Access Code box appears (the example below uses the graphical mode).



Enter the access code you want to change to, then click **OK** or press **Enter**.

Workstation Dates

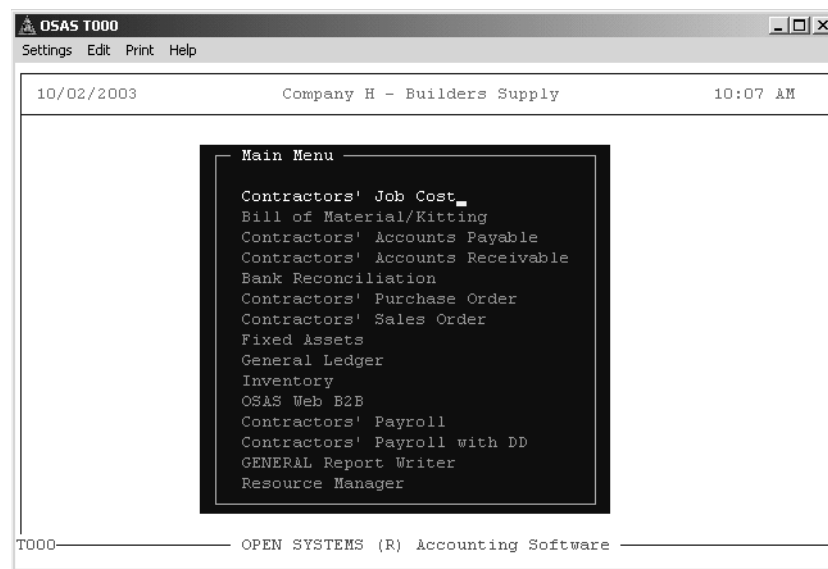
To change the workstation date, select **Workstation date** from the **File** menu or press **F6**. The Workstation Date box appears (the example below uses the graphical mode).



Use the buttons or your keyboard to enter the date and click **OK** or press **Enter** to change the workstation date. Click **System Date** to change the workstation date to match the operating system date, click **Abandon** to restore the original date, or click **Exit** or press **F7** to close the box without changing the date.

OSAS Text Menu

The text main menu can be used on all operating systems. Using text-based menus, the text menu (shown below) offers easy access to your applications.



When you select an application, the application's menu, which presents several related functions, is superimposed over the main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the main menu in these ways:

- Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.
- Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter. Continue to press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.

- Position the mouse cursor over the application and click. The application briefly highlights and switches to the application screen.
- To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, highlight and select your choices the same way you do on the main menu—with one exception: you can press **PgDn** only when an option leads to another menu. You must press **Enter** to select a function.

On an application menu, you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the main menu, you can return to the main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

You can exit from a menu in these ways:

- Press **PgUp** to go to the previous menu (one menu up).
- Press the **Tab** key to go to the main menu.
- Use **Exit (F7)** to go to the operating system.

Commands

Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. To access a command, press the corresponding key. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Command Key	Alternate Key	Description
Esc		Opens a menu listing available commands.

Command Key	Alternate Key	Description
F1 (Help)	Esc+H	Opens the help description for the selected application/function. You must be within an application menu to access this command.
F2 (Favorites)	Esc+W	Toggles between the Favorites and main menus.
F3 (Change Company)	Esc+D	Allows you to switch to a different company.
F4 (Access Code/Other)	Esc+O	Allows you to enter an access code. Pressing this key (or key combination) twice opens a utility menu similar to the Other Commands menu on graphical screens. See “Other Commands Menu” on page 1-37 for more information on the commands available.
F5 (Live/Sample Data)	Esc+X	Switches between live and sample data.
F6 (Workstation Date)	Esc+F	Allows you to change the workstation date.
F7 (Exit)	Esc+M	Exits from OSAS.
F8 (Print Screen)	Esc+L	Allows you to output the current screen to a printer, print preview window, or file.
F9 (Change Year)	Esc+U	Allows you to change to a different fiscal year when you are inside the General Ledger or Payroll menus.

Command Key	Alternate Key	Description
F10 (Add to/ Delete Favorites)	Ctrl+Z	Pressing this key (or key combination) on the main menu adds the selected application or function to your Favorites menu. Pressing this key on the Favorites menu removes the selected application or function from the Favorites menu.
Shift+F2 (Application Info)	Esc+I	Opens a screen listing information about the applications you have installed.
Shift+F5 (Menu Style)	Esc+G	On Windows workstations, pressing this key combination toggles between graphical and text main menus.
Shift+F6 (Toggle GUI screens)	Esc+K	On Windows workstations, pressing this key combination toggles between graphical and text function screens.
PgUp		Moves back one menu level.
Tab		Moves back to the main menu from any application menus.
Enter		Selects an application menu or function from a menu.
Up/Down arrow		Moves the cursor up or down through the menu selections.

OSAS Graphical Menu

In a Windows environment, you can choose from two types of graphical-style menus. The standard graphical menu features application selections that resemble many Windows functions. The start-style menu is named so because of its functional resemblance to the **Start** menu in Windows 95, 98, NT, and 2000.

Both graphical menus provide pull-down menus, convenient tool buttons, and easy access to your installed applications and their functions using either the mouse or keyboard. The two graphical menus provide you with a visual choice in your interaction with OSAS and your data.

When you select an application in either graphical OSAS menu, the application's main menu, presenting several related functions, appears beside the OSAS menu. Selecting a function leads you to either a function screen or another menu.

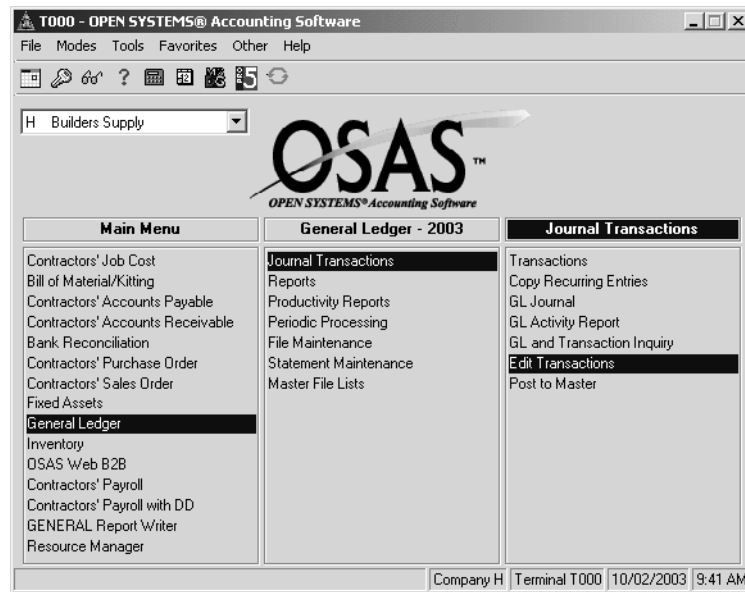
Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. You can access commands in these ways (if a button or pull-down menu selection is muted or gray, it is not available for use):

- Click the appropriate graphical tool button.
- Select the command from a pull-down menu.
- Press the associated keyboard hot key.

If you use the graphical menu, you can select application menus and functions by clicking the function or menu name on the menu or by highlighting your choice and pressing **Enter**. If you choose the start-style menu, you can select applications from the main menu by using the arrow keys to highlight your choice and pressing **Enter**, by clicking the selection, or by holding the mouse cursor over the selection until the menu appears.

From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the main menu, you can return to the main menu by clicking items on the previous menus.

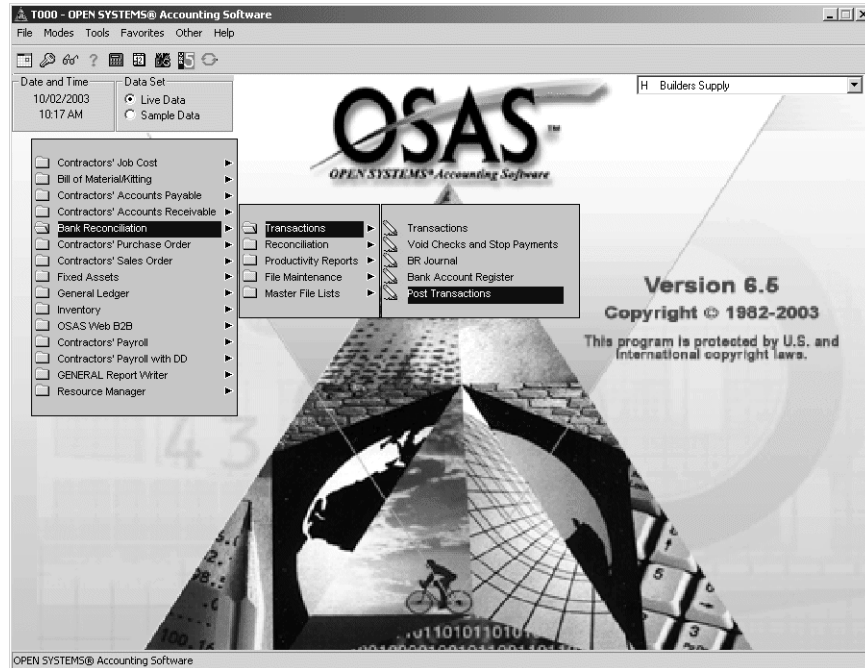
Graphical Main Menu



You can exit from a graphical menu in these ways:

- Select a button from a previous menu.
- Press the **Tab** key to go to the OSAS menu.
- Click the Close box in the upper-right corner of the window.
- Use **Exit (F7)**.
- Select **Exit** from the **File** menu.

Start-Style Main Menu



You can exit from a menu in these ways:

- Press the left arrow key to go to the previous menu (one menu up).
- Hold the mouse over a different menu choice.
- Press the **Tab** key to go to the OSAS menu.
- Click the Close box in the upper-right corner of the window to close OSAS.
- Use **Exit (F7)** to close OSAS.
- Select **Exit** from the **File** menu to close OSAS.

Main Menu Elements

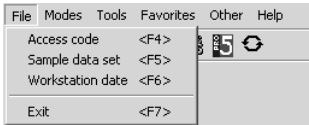
Pull-Down Menus

When using the graphical menus, you can use the pull-down menus and toolbar buttons to access functions without using the function keys. While the function keys work in graphical menus, the menu bar and toolbar buttons give you a choice in accessing these functions. The OSAS pull-down menu bar is shown below.



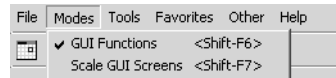
To access the menu's commands, click one of the menu titles. The menu for that heading appears and lists available commands followed by any hot key combinations in brackets <>. To use a command, either click the command name or press the hot key(s) listed.

File Menu



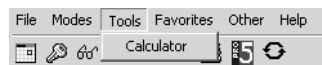
Command	Description
Access Code	Opens the Access Code dialog box. See “Access Codes” on page 1-25 for more information.
Sample data set/Live data set	Toggles between Sample and Live data.
Workstation date	Opens the Workstation Date dialog box. See “Workstation Dates” on page 1-25 for more information.
Exit	Exits OSAS.

Modes Menu



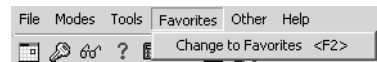
Command	Description
GUI Functions	Toggles between graphical and text function screens.
Scale GUI Screens	Toggles scaling of graphical screens on and off. When selected, this command enlarges graphical screens. When off, the command restores the OSAS screens to their original size. This command does not take effect until you access a function.

Tools Menu



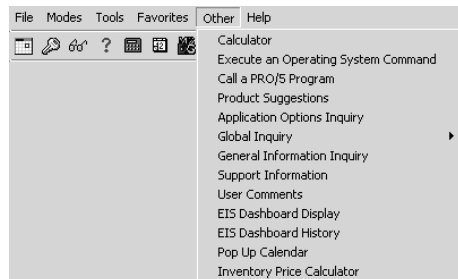
Command	Description
Calculator	Opens the OSAS calculator.

Favorites Menu



Command	Description
Change to Favorites	Toggles between the Favorites and main menus. See “Favorites Menu” on page 1-67 for more information.

Other Commands Menu



Command	Description
Calculator	Opens the OSAS calculator.
Execute an Operating System Command	Allows you to enter an operating system command from within OSAS.
Call a PRO/5 Program	Allows you to execute a PRO/5 program.
Product Suggestions	Creates a report for future OSAS product suggestions.
Application Options Inquiry	Allows you to view the application options you have set up for a particular application.
Global Inquiry	Allows you to search across your data. You can select from the installed applications which data to search.
General Information Inquiry	Allows you to search for information on employees, customers, and vendors.
Support Information	Displays the OSAS Support Information.
User Comments	Allows you to record comments for your own use.
EIS Dashboard Display	Displays the EIS Dashboard.
EIS Dashboard History	Displays the EIS Dashboard history.

Command	Description
Pop-Up Calendar	Allows you to create and read date reminders in OSAS.
Inventory Price Calculator	Allows you to calculate prices and view quantity, cost, and pricing information for inventory items.

Help Menu












Command	Description
Help	Opens help descriptions for the application menus and functions.
About OSAS	Opens the About OSAS dialog box.

Main Menu Toolbar

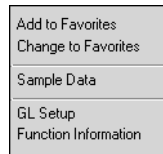
The main menu toolbar gives you quick access to frequently-used OSAS commands. To access a command, click the appropriate button.



Button	Description
	Opens the Workstation Date dialog box to change the workstation date. See “Workstation Dates” on page 1-25 for more information.

Button	Description
	Opens the Access Code dialog box to switch between access codes. See “Access Codes” on page 1-25 for more information.
	Displays the Application Information dialog box.
	Opens help descriptions for the application menus and functions.
	Opens the OSAS calculator.
	Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
	Opens an MS-DOS command window.
	Displays a screen for calling any BBx program that does not require variables to be passed to it. For more information, see “Appendix F” in the <i>Resource Manager User’s Manual</i> .
	Toggles between the Favorites and main menus. See “Favorites Menu” on page 1-67 for more information.

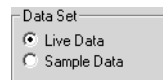
Right-Click Menu



On the graphical and start-style main menus, the right-click menu gives you quick access to commands that help you manage commands on your **Favorites** menu, switch between sample and live data, perform certain setup tasks, and view function information. To access the menu, click the right mouse button anywhere on the graphical or start-style main menu.

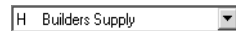
Command	Description
Add to/Remove Favorites (F10)	Use the Add to/Remove Favorites Menu button to add the desired submenu or function to or from your Favorites menu.
Change to Favorites/Main (F2)	Toggles your display menu between the Favorites and main menus.
Sample Data/Live Data (F5)	Switches between sample and live data.
Setup (F9)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual describes its use.
Function Information (F1)	Displays information about the selected function.

Data Set



On the start-style main menu, you can select the **Live Data** radio button to work with live data or select the **Sample Data** radio button to work with sample data. You can also press **F5** to toggle between sample and live data.

Change Company Field



On the start-style or graphical main menu, select the company to change to from the list box.

OSAS Text Functions

Like the text menu, OSAS text function screens can be used on all operating systems. On Windows workstations, text function screens can also be used with graphical menus (or vice versa—the text menu can be used with graphical function screens).

Function screens provide you an interface to the data in your data files, allowing you to view, update, and change information as needed. Function screens also allow you to print reports or perform tasks on your data, such as calculations, purges, or the resetting of accumulated totals.

Header Information	
Batch ID 000002	Status Credited
Our Order No 00000002	Date 08/18/2003
Loc ID MN0001	MINNEAPOLIS WAREHOUSE
Sold to: ACE001	Ship to: 000004
ACE BUILDERS	sta-4
1588 SE 31ST STREET	
adl2	
adl3	
PADUCAH KY 28655-7865	
Sales Rep 1 GPD Percent 100.0	Ship Method
Sales Rep 2 PRT Percent .0	Ship Via
Cust Level JOBBER	Pick Slip No.
Terms Code 2PCT	Requested Ship Date
Terms Desc 2/10,n/30 Type Reg	Actual Ship Date 08/18/2003
Terms % 2.0 Days 10 Net Days 30	GL Period 8
Order No	Taxable? YES
Order Date	Tax Group MN
Inv No 00002081 Date 08/18/2003	Description Minnesota

Company H Info Maint Inquiry Verify

You can move around the screen in these ways:

- Press the down arrow or **Enter** to move from field to field.
- Select the appropriate command on the command bar.

- Use commands to access information screens or to toggle commands on and off. See “Commands and Flags” on page 1-44 for more information.
- If a screen contains more than one section, press **PgDn** when prompted to move to the next section.
- If a menu appears prompting you for the kind of information to enter or maintain (such as on Transaction or File Maintenance screens), select the appropriate option and press **Enter**.
- Press **F7** to exit the screen and return to the main menu.

Text Function Screen Elements

Command Line

The command line appears at the bottom of the screen and gives you access to commands that allow you to move around the screen, add or edit information, change settings for selected lines, or select output devices. Press the highlighted key to use a command.

Enter = edit, A ppend, V iew, W orkstation ID, H eder
--

The commands that are available depend upon the function you are using. Consult the user’s manual for the appropriate application for information on commands in the command line.

Commands and Flags

Like the text menu, text function screens also contain several commands that allow you to perform tasks related to the function you are using. Some of these commands are not available for every function; when a command is available, a flag appears at the bottom of the screen.

To access a command, press the corresponding key. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Command Key	Alternate Key	Description
Enter		Moves the cursor to the next field and accepts the data entered or access a line for editing.
Esc		Opens a window listing available commands for the screen.
Ins		Toggles between insert and overwrite modes for entry. When the Ins flag appears, the characters you enter push other characters in the field to the right. If there is no Ins flag, the characters you enter overwrite other characters in the field.
PgUp		Moves back to the first field on the screen (or the first field after the key field) without erasing any entries.
PgDn		Approves the data on the screen, updates the data file accordingly, and proceeds to the next field or section.
Tab		Moves the cursor to the next block or field that requires an entry.
Up/Down arrow		Moves the cursor up or down through the fields.
F1 (Help)	Esc+H	Opens the help description for the current field.

Command Key	Alternate Key	Description
F2 (Inquiry)	Esc+W	Opens the Inquiry screen for the current field. This command is available for a field when the Inquiry flag appears at the bottom of the screen. See “Inquiry Commands” on page 1-62 for more information.
F3 (Delete)	Esc+D	Deletes the current record or line item (when allowed).
F4 (Others)	Esc+O	Opens a utility menu similar to the Other Commands menu on graphical screens. See “Other Commands Menu” on page 1-37 for more information on the commands available.
F5 (Abandon)	Esc+X	Abandon processing or clear all fields.
F6 (Maint)	Esc+F	Opens the appropriate File Maintenance function where you can view or update master file information. This command is available when the Maint flag appears at the bottom of the screen.
F7 (Exit)	Esc+M	Exits from the function.
F8 (Print Screen)	Esc+L	Allows you to output the current screen to a printer, to a print preview window, or to a file.
F9 (Undo Typing)	Esc+U	Clears the contents of the current field.
F10 (Delete)	Ctrl+Z	Deletes information to the end of the line.
Shift+F2 (Info Menu)	Esc+I	Opens an information menu for the function when the Info flag appears at the bottom of the screen. The commands that are available depend on the applications you have installed. See “Information Menu” on page 1-55 for more information.

Command Key	Alternate Key	Description
Shift+F3	Esc+B	<p>Uses the item alias lookup when the IN Search flag appears for an Item ID field. See “Inventory Lookup” on page 1-64 for more information.</p> <p>In Sales Order, pressing this key combination allows you to enter purchase requisitions from the Ordered, Units, Shipped, and Backordered fields.</p> <p>In sales tax fields, pressing this key combination allows you to view sales tax breakdowns.</p>
Shift+F4 (Part # Lookup)	Esc+C	Uses the customer/vendor part number lookup when the IN Search flag appears for an Item ID field. See “Inventory Lookup” on page 1-64 for more information.
Shift+F5 (Item Detail Lookup)	Esc+G	Uses the item detail lookup when the IN Search flag appears for an Item ID field. See “Inventory Lookup” on page 1-64 for more information.
Shift+F6 (Lot Lookup)	Esc+K	Uses the lot lookup when the IN Search flag appears for an Item ID field. See “Inventory Lookup” on page 1-64 for more information.
Shift+F7 (Serial Number Lookup)	Esc+N	Uses the serial number lookup when the IN Search flag appears for an Item ID field. See “Inventory Lookup” on page 1-64 for more information.
Shift+F8 (Item Descr. Lookup)		Uses the item description lookup when the IN Search flag appears for an Item ID field. See “Inventory Lookup” on page 1-64 for more information.

Command Key	Alternate Key	Description
Ctrl+F (Quick Entry)		Toggles quick entry on and off. If this option is off, the cursor stops at every field possible. If you want to skip the fields that are not required (thus speeding data entry), turn this option on. Quick entry is on when the Quick flag appears at the bottom of the screen.
Ctrl+G (Bell)		Toggles the bell on or off. If the bell is on, it sounds at an error or when you must verify a command.
Ctrl+O (Online Hints)		Toggles function key display on and off. If this option is on, the available function keys appear at the bottom of the screen to remind you of their use.
Ctrl+V (Verify)		Toggles verification on and off. If verification is turned on, you must press a key twice to verify that you want to perform an operation. Verification is on when the Verify flag appears at the bottom of the screen.

Messages

Messages appear at the bottom of the screen when a command is unavailable or when OSAS needs information to continue.

Verification ————— Press <PgDn> to proceed
--

OSAS Graphical Functions

On Windows workstations, you can choose to use the graphical mode for function screens. These screens contain all the functionality of text screens presented in a graphical mode similar to other Windows software programs.

Class	Description	Sales Tax	Purch Tax	Tax Collected	Tax Paid
00	Consumer Goods	0.500	0.500	.00	.00
01	Resale Sales	0.000	0.000	.00	.00
02	Exempt Sales	0.000	0.000	.00	.00
03	Ind/Agr Prod.	0.000	0.000	.00	.00
04	Interstate Comm	0.000	0.000	.00	.00
05	Motor Vehicles	0.000	0.000	.00	.00
06	Food Products	0.000	0.000	.00	.00
07	Clothing	0.000	0.000	.00	.00
08	Gasoline	0.000	0.000	.00	.00
09	Services	0.000	0.000	.00	.00
Total				.00	.00
Calculated				.00	.00
Over/Short				.00	.00

You can move around the screen in these ways:

- Use the mouse or press **Tab** to move from field to field. Use the scroll buttons to move from line to line in scrolling regions.
- If a screen appears prompting for the kind of information to enter or maintain (such as on File Maintenance or Transactions screens), select the appropriate option and click **OK** to continue.
- Press **PgDn** if prompted to move to the next section.

-
- Click **Header** when it appears to return to the screen's header section.
 - Press **F7** to exit the screen and return to the main menu.

Graphical Function Screen Elements

Like the main menu, graphical function screens also contain pull-down menus and toolbars. These menus and toolbars are described below.

Function Pull-Down Menus

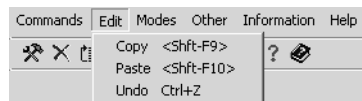
Commands Menu

Commands	Edit	Modes	Other	Information	Help
Inquiry	<F2>				
Maintenance	<F6>				
Proceed	<PgDn>				
Start Over	<PgUp>				
Field Up	<Up>				
Field Down	<Down>				
Abandon	<F5>				
Delete	<F3>				
Jump	<Ctrl-J>				
Exit	<F7>				

Command	Description
Inquiry	Lists valid entries for the current field.
Maintenance	Opens the appropriate File Maintenance function.
Proceed/OK	Proceeds to the next screen or saves your entries.
Start Over	Moves back to the first field on the screen or to the first field after the key field without erasing any entries or changes.
Field Up	Moves the cursor to the previous field.
Field Down	Moves the cursor to the next field.
Abandon	Clears data from all fields and moves the cursor to the first field on the screen.
Delete	Deletes the information on the screen. Since this command can delete an entire record, use it with caution.

Command	Description
Jump	Moves the cursor to the next block of data on the screen or to the next field that requires an entry.
Exit	Exits from a screen or a window without saving data.

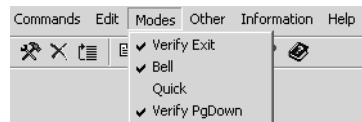
Edit Menu



Command	Description
Copy	Copies the contents of the current field.
Paste	Pastes the value you copied from a previous field into the current field.
Undo	Restores the contents of the current field from before you made changes to it.

Modes Menu

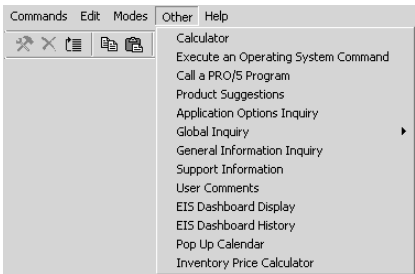
Select the options you want to use.



Command	Description
Verify Exit	When verification is turned on, you must press a key twice to verify that you want to exit or abandon functions.

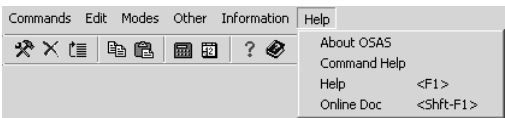
Command	Description
Bell	When the bell is turned on, it sounds at an error or when you must verify a command.
Quick	When this option is off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry in certain application functions, select the option.
Verify PgDown	If verification is turned on, you must press PgDn twice to proceed to the next screen or to save your entries.

Other Commands Menu



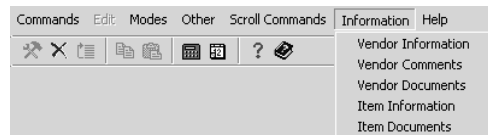
See “Other Commands Menu” on page 1-37 for information on this menu’s commands.

Help Menu



Command	Description
About OSAS	Opens the About OSAS dialog box.
Command Help	Opens the OSAS Key Help screen.
Help	Lists information about the field on which you are working.
Online Doc	Launches your.PDF file viewer and opens the documentation for the appropriate OSAS application.

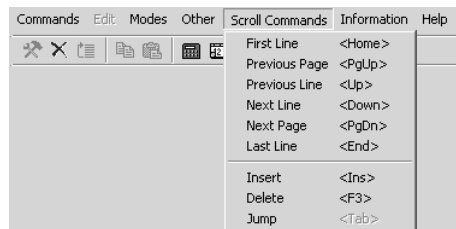
Information Menu



The **Information** menu appears on some function screens in certain applications. The functions on the menu are determined by the applications installed.

The **Information** menu also gives you access to documents attached to customer, vendor, employee, invoice, or other records. When the **Information** menu appears, select the appropriate **Documents** command to open the Documents screen where you can view document information or open attached documents.

Scroll Commands Menu

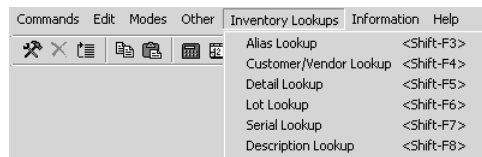


The **Scroll Commands** menu appears only on screens with scroll regions.

Command	Description
First Line	Moves the cursor to the first data entry field.
Previous Page	Displays the previous page.
Previous Line	Moves the cursor up to the previous line.
Next Line	Moves the cursor down to the following line.
Next Page	Displays the following page.

Command	Description
Last Line	Moves the cursor to the last data entry field.
Insert	Inserts characters between pre-existing entries in a field.
Delete	Deletes the selected characters.
Jump	Moves the cursor to the next section of the screen in some functions.

Inventory Lookups Menu



If you use the Inventory application and the cursor is in an **Item ID** field, you can use any of the **Inventory Lookups** commands to search for information about items and select an item for entry in the field you are in.




Command	Description
Alias Lookup	Searches for items with a specified alias listed as an alternate item. When you enter the alias, you can use the * and ? wildcard characters to restrict or widen the search.
Customer/Vendor Lookup	Searches for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the * and ? wildcard characters to restrict or widen the search.







Command	Description
Detail Lookup	Searches for detailed information about an item. You can enter search information in any of the fields that appear using any of the following wildcard characters to restrict or widen the search: * ? < > =.
Lot Lookup	Searches for an item based on lot number. When you enter the lot number, you can use the * and ? wildcard characters to restrict or widen the search.
Serial Lookup	Searches for an item based on serial number. When you enter the serial number, you can use the * and ? wildcard characters to restrict or widen the search.
Description Lookup	Searches for an item based on item description. When you enter the description, you can use the * and ? wildcard characters to restrict or widen the search.

Function Screen Toolbar



Like the main menu's toolbar, the toolbar located near the top of function screens gives you quick access to frequently-used commands. Click the appropriate button to access a command.

Button	Result
	Opens the appropriate File Maintenance function to update information about the field you are in.
	Deletes the information on the screen. Since this command can delete an entire record, use it with caution.
	Moves the cursor back to the first field on the screen or to the first field after the key field without erasing any entries or changes.

Button	Result
	Copies the contents of the current field.
	Pastes the contents you copied from a previous field into the current field.
	Opens the OSAS calculator screen.
	Opens the pop-up calendar. Use the calendar to add and review reminders for any date.
	Displays information about the field you are in.
	Opens your .PDF file viewer so that you can view the online documentation.


Right-Click Menu



The right-click menu gives you quick access to commonly used commands such as those used to access help, move around the function screen, work with information on EIS dashboards, and so on. The commands that are available on the right-click menu depend on the function and the field you are currently using.

Function Field Inquiry



When the Inquiry button appears next to a field on a function screen, you can either click the  button or press the **F2** (Inquiry) key to open the inquiry screen and search for information.

Verification Buttons



When you've completed data entry on a function screen, you can either click **OK** or press **PgDn** to proceed to the next screen or to save your entries. Click **Abandon** or press **F5** to abandon entries.

Menu and Function Commands


OSAS lets you navigate around the main menu and function screens in a variety of ways. This section describes the commands that are available when you access a specific command. For example, accessing the **Help** command makes the **Maintenance** and **Exit** commands available while you are in that function. This section also describes how to navigate within scroll regions and fields while you work with OSAS functions.

Help Commands

When you use the **Help (F1)** command, you can use these commands.

Key	Operation
F3 (Delete)	Deletes the help screen content. To recover a deleted screen, copy the xxHELP file from the distribution media to the /PROGxx subdirectory (<i>xx</i> is the application ID). The copying process overwrites changes you made to other help screens. In graphical mode, you must first press F6 to enter the edit screen for the help content before you can press F3 .
F6 (Maintenance)	Edits a help screen.
F7 (Exit)	Exits the help screen and closes the window.

Inquiry Commands

When the Inquiry button  appears next to a field or the **Inquiry** flag appears in the lower-right corner of the screen, the **Inquiry** command is available. Click the button or press **F2** to open the Inquiry screen to look up and select an appropriate entry.







The Inquiry screen operates in two modes: **Search** and **Sort**. You can toggle between these modes within an **Inquiry** window by pressing the **Ins** (Insert) key. You can also choose the default mode for Inquiry windows by using the **Defaults** function on the **Workstation Configuration** menu within **Resource Manager**.

- In **Search** mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you press **C**, the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.
- In **Sort** mode, you can change the order of certain **Inquiry** windows by pressing the letter key associated with the window sort. You can see the available sorts in any **Inquiry** window by pressing **Esc** (**Command Help**).

Note

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with **JAR**, enter **JAR** in the **ID** field *before* you use the **Inquiry** command. The Inquiry list starts with **JAR** and runs through the end of the list.

The following commands are available inside Inquiry windows. The scroll buttons are available in graphical mode only.

Key	Button	Description
Home		Moves directly to the first item on file.
PgUp		Displays the previous page of the window.
Up		Moves up one item.
Down		Moves down one item.
PgDn		Displays the next page of the window.
End		Moves directly to the last item on file.
Ins (Look Up)		Toggles between Search mode and Sort mode.
F7 (Exit)		Leaves the Inquiry window without selecting anything.
Enter		Selects the item to which the cursor is pointing.
Esc (View Commands)		<p>Opens a window that shows Inquiry window commands and the Window ID. The Esc key is available in text mode only.</p> <p>In graphical mode, select Command Help from the Help menu to view a list of commands available.</p>







Inventory Lookup

If you use the **Inventory** application and the cursor is in an **Item ID** field on a function screen, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field. In graphical mode, these commands are available on the **Inquiry Lookup** menu. In text mode, the **IN Search** flag appears at the bottom of the screen to alert you that these commands are available.

Command	Hot Key	Operation
Alias Lookup	Shift+F3	Searches for items with a specified alias listed as an alternate item. When you enter the alias, you can use the * and ? wildcard characters to restrict or widen the search.
Customer/ Vendor Lookup	Shift+F4	Searches for an item based on customer or vendor ID. When you enter the ID, you can use the * and ? wildcard characters to restrict or widen the search.
Detail Lookup	Shift+F5	Searches for detailed information about an item. Enter information in any of the fields that appear, using these wildcards to restrict or widen the search: * ? < > =.
Lot Lookup	Shift+F6	Searches for an item based on lot number. When you enter the lot number, you can use the * and ? wildcard characters to restrict or widen the search.
Serial Lookup	Shift+F7	Searches for an item based on serial number. When you enter the serial number, you can use the * and ? wildcard characters to restrict or widen the search.
Description Lookup	Shift+F8	Searches for an item based on item description. When you enter the description, you can use the * and ? wildcard characters to restrict or widen the search.

Scroll Region Commands

When the prompt (>) is in a line-item scroll region, you can use the following commands. The buttons are available only in graphical mode.

Hot Key	Button	Operation
Home		Moves to the first line item in the entire list.
Page Up		Moves to the previous screen or to the first line if you are on the first screen.
Up		Moves up one line item.
Down		Moves down one line item.
Page Down		Moves to the next screen or to the last line if you are on the last screen.
End		Moves to the last line item in the entire list.
F3		Deletes the line item in the selected line.
Insert		Inserts a line item at the selected line.
Enter		Edits or views the line item in the selected line.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following commands:

Hot Key	Description
Right	Moves the cursor to the right.
Left	Moves the cursor to the left.
Delete	Deletes the character the cursor is on.
Insert	Switches insert mode on and off. When the Insert flag appears at the bottom of the screen, characters you enter push characters after the cursor over. When insert mode is turned off, characters you enter write over existing ones.
Home	Moves the cursor to the beginning of the field.
End	Moves the cursor to the end of the field.
F9 (Undo)	Restores a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the Abandon (F5) command.
F10 (Delete to End of Line)	Deletes the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.
Shift+F9 (Copy Field Contents)	Copies the contents of the current field.
Shift+F10 (Paste Field Contents)	Pastes the value you copied from a previous field into the current field.

Favorites Menu

The **Favorites** menu operates in any of the menu formats and gives you quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions. After you've set up the menu, you can access the functions either by pressing **F2** or by selecting **Change to Favorites** from the graphical **Favorites** pull-down menu.

With the **Favorites** menu, you save time by eliminating the need to switch between applications. For example, if you perform tasks in several applications, such as using the **Transactions** and **Cash Receipts** function in Accounts Receivable, **GL Account** function in General Ledger, and **Price and Availability** and **Item Inquiry** functions in Inventory, you can set up a **Favorites** menu rather than moving between each application. The **Favorites** menu for the graphical main menu is illustrated below.



To set up the **Favorites** menu, do the following:

1. Select the function you want to add to the menu and press **F10** (or use the right-click menu in graphical mode).
2. Press **F2** to confirm that your selection was added.

To remove a function from the menu, follow these steps:

1. Select the function on the **Favorites** menu that you want to remove.
2. Press **F10** (or use the right-click menu in graphical mode).

Information Menu

The **Information** menu appears on some function screens in certain applications and gives you access to additional information about a customer, vendor, item, job, bill of material, or employee.

The commands available on the **Information** menu are determined by the applications you have installed, and can include:

- General Information
- Comments
- History
- Documents

Not all of the commands above appear on every **Information** menu; instead, commands are available only as they are relevant to the task you are performing. For example, if you are entering a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors.

Information

The **Information** command gives you general information about the subject. For customers, the **Information** command lists sale amounts and important dates, while for inventory items, the same command lists quantities, types, and base prices.

When the Information screen appears, enter the ID for which you want to view information. Use the commands available at the bottom of the screen to scroll between or select a new ID, then use the **Exit (F7)** command to return to the function screen from which you accessed the **Information** command.

Comments

Use the **Comments** command when it appears to view comments added through File Maintenance functions or to add comments about a customer, item, vendor, employee, or job.

The Comments screen appears after you access the **Comments** command. The Customer Comments screen is shown below as an example.

Date	Ref	Comment
06/15/2002	003	SPOKE WITH JON RE: EMAIL CONF. AND ORDER TRACKING
01/20/2002	2	PLEASE NOTIFY JANE OF ANY SHORT SHIPMENTS.
01/20/2002	2	TRACER PUT ON LAST SHIPMENT.
01/14/2001	3	ACE AGREED TO PAY \$3000 ON 2-1.
06/04/2000	1	PLEASE NOTIFY JANE AT ACE WHEN ITEM IS MAILED.
01/04/1999	1	CALLED CUSTOMER ABOUT PAST DUE BALANCE.

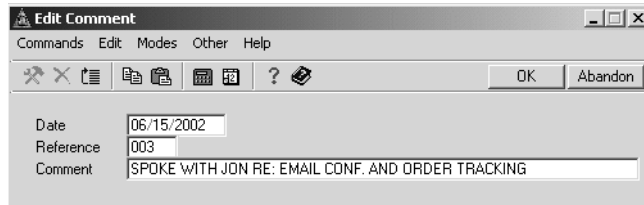
1. Enter the ID for which you want to view or enter comments in the ID field at the top of the screen. The **Inquiry (F2)** command is available.
2. The ID of the terminal you are working at appears in the **Ref ID** field. To work with comments for only the default reference ID, press **Enter**. To work with comments for a different reference ID, enter that ID. To work with all comments, clear this field and press **Enter**.
3. Enter the date of the most recent comment you want to work with in the **End Date** field, or press **Enter** to work with all comments.

The date, reference, and text that appear for each comment depend on the reference ID and end date you enter. The comments are arranged by date—the most recent date first—then by reference ID.

4. Use these commands to work with the comments on the screen:
 - Press **R** to return to the **Ref ID** field to enter a new reference ID.
 - Press **D** to return to the **End Date** field and enter a new end date by which to sort comments.
 - Press **I** to return to the ID field and enter a new ID for which to view or enter comments.
 - Press **A** to add a new comment. The Append Comment screen appears.
 - Press **E** to edit a selected comment. The Edit Comment screen appears.
 - Press **F** to view comments for the first ID on record.
 - Press **N** to view comments for the next ID on record.
 - Press **P** to view or edit comments for the previous ID on record.
 - Press **L** to view or edit comments for the last ID on record.
 - Press **G** to go to a specific comment. This command is available only when there is more than one screen of comments.

Adding or Editing Comments

The Append Comment screen appears when you add a new comment. The Edit Comments screen appears when you edit an existing comment. Other than the title, these screens are identical.



1. If you are working with a new comment, the system date appears; otherwise, the date entered for the comment you are editing appears. Accept this date, or enter a different date.
2. The current terminal ID appears in the **Reference** field. Edit this reference, if necessary.
3. Enter or edit the comment, then press **Enter** to save the comment record.

History

When available, the **History** command gives you access to customer history in a manner similar to OSAS Inquiry functions. Select the customer for which you want to view detail information, enter a date from which to view information (if desired), then press **Enter** to view invoice or payment information.

Use the commands at the bottom of the screen to switch between or change customers, view totals, or select the line item to view. Use the **Exit (F7)** command to return to the function screen from which you accessed the **History** command.

Documents

The **Documents** command lets you view or open documents attached to certain master file records. You cannot use this command to attach a document to a record; instead, use the appropriate File Maintenance function to attach documents.

Note

Before you can open documents, you need to have the appropriate file associations set up in the **File Types** function on the Resource Manager **Workstation Configuration** menu. The entries you make in this function help OSAS identify which software applications to use to open attached documents. See the *Resource Manager User's Manual* for more information.

The Documents screen appears after you access the **Documents** command. The Employee Documents screen is shown below as an example.

Employee Documents

Commands Edit Modes Other Scroll Commands Help

OK Abandon

Employee ID **BOU001** **Bourne, Linda C**

Document Name
ID.doc
EmpAcc.doc
medins.doc

Line No (**001** of **003**)

Header First Last Next Prev View Open Document Goto

Company H 10/08/2002 Terminal T000 OVR

Enter the ID for which you want to view attached documents. The **Inquiry (F2)** command is available.

- Press **H** to return to the header section to select a new ID.
- Press **F** to view documents attached to the first ID on record.
- Press **L** to view documents attached to the last ID on record.
- Press **N** to view documents attached to the next ID on record.
- Press **P** to view documents attached to the previous ID on record.
- Press **V** to view document information. The View Documents screen appears and lists the file name, directory path, and description of the attached document. Press any key to return to the Documents screen.
- Press **O** to open the attached document in the appropriate software application. You may need to edit the Resource Manager **File Types** function in order to associate files with your preferred applications.

Note

If you have problems opening a document, return to the function in which the document was attached and edit the attachment to change the direction of the slashes used in the directory path. If the directory path contains backward slashes (\), change them to forward slashes (/) and vice versa.

- Press **G** to go to a specific document line. This command is available only when there is more than one screen of line items.

Use the **Exit (F7)** command to return to the function screen from which you accessed the **Documents** command when you finish viewing documents.

Reports

Selecting a Range of Information

To produce a report, you must specify the amount of information you want in the report.

- To produce a report that includes all the available information, leave the **From-Thru** fields on the report screen blank. For example, if you want information about all the vendors to be in a report, leave the **Vendor ID From** and **Thru** fields blank.
- To limit the amount of information in the report, enter the range of information in the **From-Thru** fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both **From** and **Thru**. If you want the report to include information only about vendors that start with CO, enter **CO** at **From** and **COZZZZ** at **Thru**.

Each field where you enter information on a report screen usually restricts the overall output of the report. For example, if you leave the **Vendor ID From** and **Thru** fields blank, the report contains information about all the vendors. But if you enter invoice **100** in the **Invoice Number From** and **Thru** fields, and invoice **100** is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (_), then by special characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the **From** and **Thru** fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

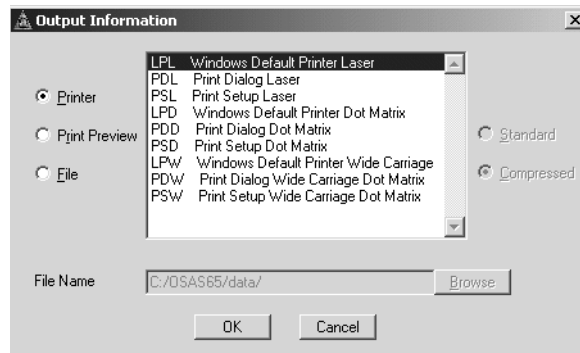
Sorting by alphabetical codes or IDs is easy. For example, the ID **ACL** comes before the ID **BB** because A comes before B.

Use caution when you enter codes or IDs consisting of characters other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20, and all are included in a report, you might enter **1** at **From** and **20** at **Thru**, expecting them to be listed 1, 2, 3, . . . 19, 20. However, since OSAS sorts in alphabetical order, the numbers are listed in this order: 1, 10–19, 2, 20. In this example, numbers 3 - 9 are not included in the sort since they fall after 20 in an alphabetical sort. To prevent this situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above, the items would be labeled 000001 through 000020.

Output the Report

The type of menus you use controls which options are available to output reports. If you are using graphical function screens, you have the following output options: **Printer**, **Print Preview**, **File**, or **E-mail** (for selected reports). If you are using text function screens, you have these options: **Printer**, **Preview**, **File**, **Screen**, or **E-mail** (for selected reports). See the instructions below for details.

If you are using graphical screens, the Output Information dialog box appears after you select the range of information to print in the report.



If you are using text screens, these options appear at the bottom of the screen after you select what to print in the report and how it is organized.

Output device - (P)rinter p(R)review (F)ile (S)creen (M)end

Print the Report

1. Select **Printer** (in graphical screens) or enter **P** (in text screens).
2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add printers to the terminal.

3. When available, either select **Standard** or enter **S** if you want to print the report in standard width or select **Compressed** or enter **C** if you want to print it in compressed width.
4. Click **OK** or press **Enter** to begin printing the report.
5. If you want to stop printing after it has begun, press **Ctrl+Break**.
6. Click **OK** or press **Enter** to continue.

View the Report using Print Preview (Windows Workstations Only)

The Print Preview option is only available for workstations running Windows. However, before Print Preview will work, you must add a **sysprint** device line in the **config.bbx** file for that printer. Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add this line.

Follow these steps to view a report using Print Preview:

1. Select **Print Preview** (in graphical screens) or enter **R** (in text screens).
2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add printers to the terminal.

3. Click **OK** or press **Enter** to continue.

4. When available, either select **Standard** or enter **S** if you want to view the report in standard width or select **Compressed** or enter **C** if you want to view it in compressed width.
5. Press **Enter**. The **Print Preview** screen displays the report as it will look when printed out in hard copy.
6. To print from this screen, select **Print** from the **File** menu. To exit from this screen, select **Exit** from the **File** menu.

Save the Report as a File

To save the report as a text file, select **File** or enter **F**. The data path set up for the workstation in the **Defaults** function on the Resource Manager **Workstation Configuration** menu appears. If necessary, enter a new data path or click the **Browse** button to navigate to the correct directory, then enter the filename followed by the **.txt** extension. The filename plus extension that you enter must be less than 35 characters. Press **Enter** to save the report in that directory.

View the Report on Screen (Text Screens Only)

If you are using text screens, you can view selected reports directly in the OSAS screen. Keep in mind that this option displays the report one page at a time, storing previously viewed pages in the workstation's memory. Use the **Defaults** function on the Resource Manager **Workstation Configuration** menu to limit the number of screen pages you can view to conserve memory resources.

Follow these steps to view the report on screen:

1. Enter **S** to select **(S)creen**.
2. When available, enter **S** if you want to view the report in standard width or **C** if you want to view it in compressed width.
3. When the report appears, press **Enter** to view the next page or **Page Up** to view previous pages.

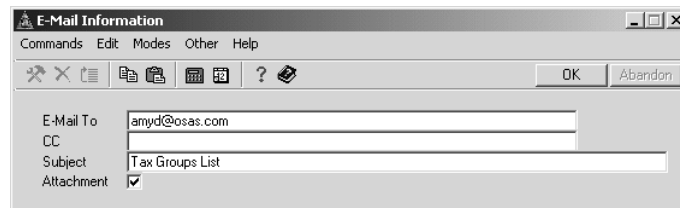
E-mail the Report

Before you can e-mail reports, you must enter details about your e-mail system using the **E-Mail Setup** function on the Resource Manager **System File Maintenance** menu.

You can e-mail only selected reports. In general, any report or form that makes up part of your audit trail cannot be e-mailed.

Follow these steps to e-mail a report:

1. Select **E-mail** or enter **M**.
2. When available, select **Standard** or enter **S** if you want to e-mail a standard width report or select **Compressed** or enter **C** if you want to e-mail it in compressed width. The E-Mail Information screen appears.



3. If you e-mailed this report previously, the last e-mail address to which you sent the report appears. Press **Enter** to use this address, change it if necessary, or enter a new e-mail address.
4. Enter another address to send the e-mail to as a carbon copy, if necessary.
5. OSAS automatically enters the name of the report in the **Subject** field. Change this subject line, if necessary.
6. Select the **Attachment** check box (or enter **Y** in text mode) to send the report as a text file attachment to the e-mail message. If you clear this box (or enter **N** in text mode), the report is sent in the body of the e-mail.
7. Click **OK** or press **Enter** to e-mail the report.

Report Commands

Use the following commands when a report appears on the screen:

Key	Operation
PgUp	Moves to the previous page of the report.
PgDn	Moves to the next page of the report.
Home	Moves directly to the top of a group of pages.
End	Moves directly to the bottom of a group of pages.
F7 (Exit)	Exits to the menu from any point in the report.
Left	Moves left one character.
Right	Moves right one character.
Tab (Toggle)	Toggles between the left and right halves of a report.
Up/Down	Moves a line up and down the screen to line up information when you toggle between halves of a report.

Installation and Conversion

2

Installation
Conversion

2-3
2-5

Installation

Before You Install Accounts Payable

Make sure your system meets these minimum requirements before you install Accounts Payable.

The Accounts Payable system needs a minimum of 15 megabytes (15Mb) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files. Having more disk space available is necessary for the data files you will create and maintain.

The OSAS system requires at least one megabyte (1Mb) of main memory to run. More memory may be necessary in certain environments and operating systems.

Installing Accounts Payable

Use the Install Applications function in Resource Manager (see the *Resource Manager User's Guide*) to install Accounts Payable. No special considerations need to be made for Accounts Payable when you use the function.

Setting up Accounts Payable

Once you have installed Accounts Payable on your system, you must prepare your data files for everyday use.

You can prepare files for use with Accounts Payable in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the Data File Creation function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Guide*). For instructions on converting your files, see the *Conversion* section later in this chapter.

If you plan to use General Ledger, Inventory or Job Cost with Accounts Payable, you must set up those applications before you set up Accounts Payable.

Accounts Payable and Purchase Order

If you plan to install Purchase Order, install it immediately after installing Accounts Payable. See the *Purchase Order User's Manual* for information about installing Accounts Payable and Purchase Order at the same time.

Conversion

If you use an earlier version of OSAS Accounts Payable, you can convert your files from the older version to the current version.

When you are ready to convert files, use the Data File Conversion function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Guide*) to upgrade Accounts Payable data files. You can upgrade from version 3.2, 4.xx, 5.xx, 6.0x, or 6.1. If you want to convert to version 6.5 from a version earlier than 3.2, contact a client support representative.

Note

You must install the new version of Accounts Payable before you convert files. You can replace and update the programs properly only by using the Install Applications function in Resource Manager.

You must set up tax information in Resource Manager before converting Accounts Payable. If tax information is not set up, the conversion will not execute. See the *Resource Manager User's Manual*.

Before you convert an application's files, make note of the version number of the application you are converting from. The **Data File Conversion** function has no way of determining the information from within the function.

Consider Your Setup

Before you try to convert your version of Accounts Payable to the current version, consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure whether your system is ready for conversion, consult your value-added reseller.

Because of the ways tax information is stored in Accounts Payable and depending on which other applications you are using, you must follow several steps to convert existing Accounts Payable data.

If you are converting from version 4.5x to 6.5 and you are using Accounts Receivable, you have two choices:

- Convert Accounts Receivable files from 4.5x to 6.5 first; then convert Accounts Payable from 4.5x to 6.5.
- Create Resource Manager files first; then set up tax location and tax group information before converting Accounts Payable from 4.5x to 6.5 (see the *Resource Manager User's Manual*).

If you are converting from version 4.5x to 6.5 and you do not have Accounts Receivable on your system, you must create Resource Manager files first. Then set up tax location and tax groups information before converting Accounts Payable from 4.5x to 6.5.

If you are converting from version 5.0x to 6.5, whether you are using Accounts Receivable or not, you have two options:

- Convert Resource Manager from version 5.0x to 6.5.
- Create Resource Manager files; then set up tax location and tax groups information before converting Accounts Payable. (This method is recommended only if you want to reenter all tax information.)

Converting to Version 6.5

Select **Data File Conversion** from the **Company Setup** menu in Resource Manager. The function screen appears.

Data File Conversion

Commands Edit Modes Other Help

Select directory on which to create files.

☒ /OSAS/data/
☐ /OSAS/data2/

Enter directory that contains the files to be converted.
 c:\osas\osas605\data

Do you want source files erased after conversion? ☐
 Do you want conversion to pause if a problem is found? ☒

Appl	Description	Version
AR	Accounts Receivable	6.05
AP	Accounts Payable	6.05

Appl	Description	Version
------	-------------	---------

Company H 08/20/2002 Terminal T000 INS

1. The system displays all valid OSAS data paths. Select the destination directory where your new data files will reside.
2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.
3. If you want source files to be erased after conversion, select the check box (enter **Y** in text mode); if not, clear the check box (enter **N** in text mode).
4. If you want the conversion process to pause if a problem occurs, select the check box (enter **Y** in text mode); if not, clear the check box (enter **N** in text mode). The system considers file corruption or evidence of data not converting correctly a problem.

-
5. Enter **AP** in the Appl column; **Accounts Payable** appears.
 6. Enter your earlier version number of Accounts Payable, and press **Enter**. (You can determine the version by looking at the copyrights screen when you start OSAS, or in most versions, by using the **Information (Shift+F2)** command on the menu screen.)
 7. If data files already exist for Accounts Payable in the intended destination path, the **AP data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and convert the files from the version in the source path, select **Yes** (enter **Y** in text mode); if not, select **No** (enter **N** in text mode). If you elect not to erase existing files, you must change your directory choices so that no conflict exists.
 8. To convert, use the **Proceed (OK)** command.
 9. The **Do you want a printout of error log after each application?** prompt appears. If you want the error log to be produced after files are converted for each application, select **Yes** (enter **Y** in text mode); if you want the log to be produced after files for all applications are converted, select **No** (enter **N** in text mode). If you are converting only Accounts Payable files, your answer to this prompt makes no difference.
 10. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, select **Yes** (enter **Y** in text mode). To let the conversion run its course and investigate later, select **No** (enter **N** in text mode).
 11. When the process is finished, the files are converted. Select the output device for the error log.

After conversion is finished and the error log is produced, the main menu—with Accounts Payable added—appears.

Setup

3

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Setup Considerations

After you have installed the software for the first time, or after you have upgraded the software, you must set up the Accounts Payable system. Follow the setup procedures carefully; the choices you make determine how the system operates.

To properly set up the Accounts Payable system, you need to gather and organize your accounting data. You need the following information:

- A chart of accounts for your business
- Purchasing and payment cycles
- Identification and credit information about your vendors
- Previous- and current-year purchase, returns, and receipts history organized by vendor

Codes and IDs

When you set up Accounts Payable, you assign codes and IDs to tell the system how to identify each item on file. The system uses these identifiers to organize the information in reports and inquiry windows.

The system arranges code characters in a particular order. In the following list codes and IDs are sorted from lowest to highest, and dashes represent blank spaces.

```
-----0
-----1
-----Z
-----a
-----01
----a----
000000
000001
1
```

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.
- Items that make up a code are *always* listed alphabetically. The items are listed in this order for each position:

Blank spaces

Characters (-, *, /, and so forth)

Numbers (0–9)

Uppercase letters (A–Z)

Lowercase letters (a–z)

Alphabetical rules are not intuitive when numbers are involved. Numbers are sorted as if they were letters. When the first characters of several IDs are compared, the ID with the smallest first character is placed first in the list. If the first character of the IDs is the same, the second characters are compared and the ID with the smallest second character is placed first in the list. This comparison is made for each character in the range of IDs until the IDs are clearly in alphabetical order.

If you use numbers for IDs, pad them with zeros so that they are all the same length and numeric rules can hold true. For example, in alphabetical sorting ID 112 comes before ID 60, since anything that starts with 1 comes before anything that starts with 6 *alphabetically*. If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help:

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01.

-
- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.
 - Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive IDs than 000001 and 000002. (If you already use a numbered system, you might want to stick with it.)
 - If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, to organize vendors by name, put the first characters of the name in the vendor ID.
 - To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, setting up two consecutive IDs of WIN001 and WIN005 leaves room for three vendors in between.

Setup Checklist

Follow the steps below to set up the Accounts Payable system. See the *Resource Manager User's Manual* for steps 1 and 2. Steps 3–9 are explained in this section.

1. Build the **RMTDxxx** (Tax Location Detail) and the **RMTHxxx** (Tax Location Header) files.
2. Build the **RMGCxxx** (Group Code) file.
3. Set up options and interfaces for Contractors' Accounts Payable.
4. Build the tables.
5. Set up the **APVExxx** (Vendor) file.
6. Build the **APRHxxx** and **APRLxxx** (Recurring Entries) files.
7. Set up the subcontract information.
8. Enter initial balances (summary or detail) and use the build retainage invoice function, if necessary.
9. Set up access codes.
10. Verify and reset any options and interfaces for using the system.
11. Create a backup schedule.

Setup Functions

Options and Interfaces

An application can be interfaced to work in conjunction with other applications. Accounts Payable can be interfaced with General Ledger, Contractors' Job Cost, Bank Reconciliation, and Inventory.

General Ledger

When Accounts Payable interfaces with General Ledger, posting in Accounts Payable makes entries in the **GLJRxxx** (Journal) file for transactions that affect the ledger (such as sales tax, freight, miscellaneous expenses).

Contractors' Job Cost

When Accounts Payable interfaces with Contractors' Job Cost, posting in Accounts Payable updates related information in the Contractors' Job Cost job and phase records. When you enter invoices, refer to the Contractors' Job Cost Jobs and Phases List for vendor IDs and contract numbers.

Bank Reconciliation

When Accounts Payable interfaces with Bank Reconciliation, you must specify the ID of the bank account for the checks that are written. When you post checks, summary disbursement entries of the checks are created in the **BRTRxxx** (Transactions) file in Bank Reconciliation for the bank ID.

Inventory

As you enter transactions, inventory quantities and costs are updated online. If you are keeping detail and summary history in Inventory, Accounts Payable updates them as each action is completed.

Transaction Batching

If you use transaction batching, you can group like transactions to better control daily work and analyze reports. Transactions can be batched into groups such as:

- Daily
- Weekly
- By person (whether sales or entry)
- Location
- Item

Options and Interfaces Screen

Select **Options and Interfaces** from the Resource Manager **Company Setup** menu. The Options and Interfaces screen appears.

The name of the company you are working with appears. Specify whether the Options table is *shared* or *owned*. (See the *Resource Manager User's Manual* for information about Options tables.) Then enter **AP** as the application ID. The Accounts Payable Options screen appears.

Description	Value
Interface to General Ledger?	YES
Interface to Inventory?	NO
Interface to Contractors' Job Cost?	YES
Interface to Bank Reconciliation?	NO
Use Transaction Batching?	NO
System generated batch numbers?	NO
Post transactions in detail or summary?	DETAIL
Keep detail purchase history?	YES
Use additional descriptions?	YES
Copy additional descriptions from Inventory?	YES
Keep additional description in history?	YES
Allow printing of online checks?	YES
Keep summary purchase history?	YES
Check form type:	PREPRINTED
Do you want to show a warning if duplicate invoice number?	YES
Do you want to force totals on exit of transaction entry?	YES
Post Material Requisition credits to IN item accounts?	NO

Option (001 of 022)

Enter = Toggle Goto Write

Company H 07/22/2003 Terminal T000 OVR

To toggle an option (for example, between **YES** and **NO**), press **Enter**.

When you are finished selecting options, press **W** to save your entries. Then exit to the Options and Interfaces screen. Select another application whose options and interfaces you want to change or exit to the Resource Manager **Company Setup** menu.

-
1. Toggle to **YES** or **NO** to indicate whether or not you want to interface Accounts Payable with General Ledger, Inventory, Contractors' Job Cost, and Bank Reconciliation.

The interface options work independently of each other. You can respond to them with any combination of **YES** and **NO** answers.

2. Toggle to **YES** or **NO** to use transaction batching during your daily operations.
3. Toggle to **YES** to allow the system to generate batch numbers automatically. Toggle to **NO** to manually create the batch numbers.
4. Toggle to **DETAIL** or **SUMMARY** to indicate whether you want to post transactions in the **GLJRxxx** file by line item or by totals. This option is not used if Accounts Payable does not interface with General Ledger.
5. Toggle to **YES** or **NO** to indicate whether or not you want to keep history information for each line item of each purchase or miscellaneous debit. If you select **NO**, the **APHIxxx** (Detail History) file is not used.
6. Toggle to **YES** or **NO** to indicate whether or not you want to be able to enter up to 10 lines of additional descriptions for line items. If you select **NO**, the **APDExxx** (Additional Descriptions), **APHDxxx** (Additional Descriptions History), and **APRDxxx** (Recurring Additional Descriptions) files are not used.
7. Toggle to **YES** or **NO** to indicate whether or not you want additional descriptions to be copied to a line item from Inventory during transaction entry.
8. Toggle to **YES** or **NO** to indicate whether or not you want to keep additional description history. Select **YES** to have the option to include additional history on any reports you print. If you select **NO**, the **APHDxxx** (Additional Descriptions History) is not used.
9. Toggle to **YES** or **NO** to indicate whether or not you want to be able to print online checks during transaction entry.

-
10. Toggle to **YES** or **NO** to indicate whether or not you want to keep history information for the totals of each purchase or miscellaneous debit. If you select **NO**, the **APHSxxx** (Summary History) file is not used.
 11. Toggle to **BLANK STUB**, **LASER**, or **PREPRINTED** to indicate whether you want to print checks on blank stubs, laser forms, or preprinted stubs. If you select **BLANK STUB**, the company address and purchase order number are not printed on the checks.
 12. Toggle to **YES** or **NO** to indicate whether or not you want the system to warn you when you enter duplicate invoice numbers (when you enter the same number twice). If you select **YES**, you can still move past the warning.
 13. Toggle to **YES** or **NO** to indicate whether or not you want the system to force you to enter totals when you exit from the **Transactions** function. If you select **YES**, you cannot exit from the **Transactions** function without entering totals for the transaction.
 14. Toggle to **YES** or **NO** to indicate whether or not you want material requisition credits to be posted to inventory item accounts.
 15. Toggle to **YES** or **NO** to indicate whether or not you want to keep check history. If you select **NO**, the **APHCxxx** (Check History) file is not used.
 16. Toggle to **YES** or **NO** to indicate whether or not you want to print company names on checks.
 17. Toggle to **YES** or **NO** to use GL Descriptions in the transaction description.
 18. Toggle to **YES** or **NO** to indicate whether or not you want to be able to post data without printing reports.
 19. Toggle to **YES** or **NO** to indicate whether or not you want the default to be posting all invoices as **Held** when you post.

Tables

Tables store information relating to the system, data, options, and default settings for other applications.

Note

Use tables only to enter and store data. Do not delete lines or rearrange the account descriptions. The system looks for information by the position of the lines in the table.

You must set up the following tables before you build the Accounts Payable data files:

- APGLxxx
- APPDxxx
- DFxxxx
- DMxxxx
- DISCxxx
- D1099xxx
- F1099
- FORMxxx
- MRGLxxx
- QCxxxx
- QDxxxx
- QExxxx
- QHxxxx
- QMxxxx
- QPxxxx
- QXxxxx
- QZxxxx

You can set up the **APGLxxx**, **DISCxxx**, **D1099xxx**, and **MRGLxxx** tables for individual companies and all companies that are in the system. You can set up one table for all the companies that are alike, and you can set up one table for each company that is different.

For example, you can set up table APGL for companies that post accounts payable transactions to the same general ledger accounts, and you can set up table **APGLA01** for company A01, **APGLB01** for company B01, and so forth if those companies post accounts payable transactions to different general ledger accounts.

These tables are identified by a four- or five-character prefix and a three-character suffix. The prefix is the table name—APGL for general ledger accounts, for example. The suffix is a Company ID or a systemwide table. If you delete a company-specific table, that company uses the generic table. For example, if you delete table **APGLA01**, company A01 uses the APGL table.

You must set up the **F1099** table for all companies in the system. Because all companies share the table, you cannot assign a suffix to it.

You must set up one **APPDxxx** table for each company in the system—for each company, you must assign a corresponding suffix to the **APPDxxx** table.

The **FORMxxx** table tracks the last check number and is created when you enter the online check or print checks.

Each Defaults table (**DFxxxx**, **DMxxxx**) and each Quick-Entry table (**QCxxxx**, **QDxxxx**, **QExxxx**, **QHxxxx**, **QMxxxx**, **QPxxxx**, **QXxxxx**, and **QZxxxx**) is identified by a two-character prefix and a four-character suffix. The prefix is the table name—DF for Defaults, QP for Quick-Entry Purchases, and so forth. The suffix is a terminal ID, a company ID, or a systemwide table (without a suffix).

You can set up the Defaults and Quick-Entry tables for the following situations:

- Assign each table to a particular terminal. For example, you can assign table **DFT001** to terminal T001.
- Assign each table to all terminals in a particular company. For example, you can assign table DFA to all terminals in company A.
- Set up each table as a general table for several companies to use. For example, you can set up table DF for the companies that use the same defaults.

If you have three companies—A01, B01, and C01—you might want the terminals in companies A01 and B01 to share table DF. You might want company C01 to have some of its terminals use a set of defaults specific to each one, while other terminals share values that are common among themselves but specific to company C01.

Companies A01 and B01 can share table DF. No table has the label DFA or DFB. Company C01 can have table DFC, to be used for the terminals in company C01 that do not need their own set of defaults. Each terminal in company C01 that needs its own set of defaults can have its own table, for example, terminal T001 has table **DFT001**.

Note

The system treats all terminals with the same ID the same way, so you may want to make sure that each terminal ID is unique. For example, if you have two T001 terminals, one in company A01 and one in company C01, the **DFT001** table applies to both terminals regardless of the fact that they are in different companies.

When you enter or edit transactions, the system first tries to find a table with a terminal suffix specific to your terminal. If it cannot find one, it looks for a table for the company in which you are working. If it cannot find one, it uses the systemwide table. For example, if you are using quick entry to enter a purchase for company A01 on terminal T001, the system first looks for **QPT001**. If it cannot find table **QPT001**, it looks for QPA. If it cannot find table QPA, it uses the systemwide table.

If the system cannot find any applicable table (perhaps because the systemwide table was deleted), an error message appears, and you must rebuild the table.

Vendors

The **APVExxx** file stores general and historical information about the vendors with which you do business. You must set up the file before you begin processing accounts payable transactions.

General Information

Enter each vendor's name, address, phone and fax number, contact, information about where to send payments, code and payment information, and 1099 information. You can also enter the vendor's Internet web site address and the contact's e-mail address.

If you use the detail method to enter initial balances in the **Vendors** function, do not enter the amount due and prepaid.

Vendor Codes

If the vendor provides a set discount when you pay bills promptly, enter the code used to describe the discount percentage and the number of days in which you must pay to receive the discount.

You can establish distribution codes so that you can allocate general ledger accounts for payables, sales tax, freight, or miscellaneous charges.

You can assign vendor classes and payment priorities as additional sort criteria for General Report Writer reports, and you can organize the Vendor Purchase History Report by vendor class. Vendor classes and payment priorities are arbitrary attributes. The information is stored only with the vendor record.

If you do not want to pay a vendor for some reason, you can put the vendor on hold. When you enter transactions for the vendor, a message appears to alert you to the situation.

You cannot pay invoices for a vendor that is on hold. When you prepare checks, an error message printed in the Prepare Checks Log informs you that the vendor is on hold.

To track the sales tax you pay to vendors, set up the tax groups before you enter transactions. The **RMTDxxx** file accumulates sales tax for the groups you set up. See the *Resource Manager User's Manual* for information about setting up tax groups.

The system calculates sales tax based on tax classes and the tax group. You assign tax classes for transactions, and you assign tax groups to vendors.

If you usually send purchase and miscellaneous debit transactions for a vendor to a particular account, enter the GL account number. You can override the account when you enter accounts payable transactions.

If a vendor requires a 1099 form, enter the vendor's taxpayer identification number and the payment type. See the federal tax circular for information about the payment types.

Indicate whether the Internal Revenue Service notified your company twice in the past three years that the vendor's tax identification number is incorrect. If it did, the **2nd TIN Not** box on the form is checked when you prepare a 1099 form for the vendor.

Historical Information

Whether you enter historical information depends on the method you use to enter initial balances. See information about the **Vendors** function (see page 11-3) before you enter the vendor records.

Vendor Comments

You can enter comments about vendors on the **Vendor Comments** screen. When you enter accounts payable transactions, you can use the **Information (Shift+F2)** command to access a vendor's comments.

Comments are stored in the **APVCxxx** (Vendor Comments) file, not in the **APVExxx** file.

For more information about entering vendor records, refer to "Vendors" (see page 11-3).

User-Defined Fields

You can assign up to 16 user-defined fields, which can be numeric, dates, or check boxes. You can view this information using the Vendors and Invoices Inquiry screen or the Vendors screen within **File Maintenance**.

User-defined field values are stored in the **APVEx.UF** file.

For more information about entering vendor records, refer to Vendors (see page 11-3).

Documents

You can attach multiple documents to vendor records. However, you must set up file types in Resource Manager before you can attach documents. See the *Resource Manager User's Guide* for more information.

You can attach 999 documents per vendor. The filenames are stored in the **APVEx.UD** file, but the documents remain as separate files.

For more information about entering vendor records, refer to Vendors (see page 11-3).

Recurring Entries

If you make payments to some vendors on a regular schedule, you can set up recurring payments records for those vendors and then copy them to the **APTDxxx** and **APTHxxx** (Transaction) files when they come due.

Note

You can set up only noninventory recurring entries.

Recurring Numbers

Numbers for recurring entries can be eight characters long. If you are adding Purchase Order to Accounts Payable and you are using system-generated purchase order numbers, you should start your recurring numbers with a character other than a number—for example, RE000001, RE000002, and so forth. When you copy recurring orders in Purchase Order, the system places an *R* at the beginning of the order number. The recurring number is not related to the transaction number or the order number. See the *Purchase Order User's Manual* for information about system-generated order numbers.

Run Codes

A run code is a unique number that you assign to each recurring entry. You copy recurring entries to the **APTDxxx** and **APTHxxx** files by run codes.

You might want to set up run codes to reflect when you will copy them to the **APTDxxx** and **APTHxxx** files. For example, you might assign code 01 for entries you will copy on the first of each month, 15 for those you will copy on the fifteenth of each month, and so forth.

You can use the **Purge Selected Files** function (see page 9-23) to purge entries from the **APRHxxx** and **APRLxxx** files by cutoff dates. Entries with a cutoff date before the date you specify are purged from the **APRHxxx** and **APRLxxx** files.

For more information about establishing recurring entries, see page 11-25.

Subcontract Information

If you offer subcontracts, set up subcontract information using the **Subcontract** function. Enter the contract number and amounts related to the contract such as subcontract, change order, previous invoice, payment, and retainage amounts (see “Subcontract” on page 11-57).

Initial Balances

After you have set up the vendor records, build the **APINxxx** (Open Invoice) file to set up initial vendor balances. If you are not setting up Accounts Payable at the beginning of the year and if you are keeping detail and summary history, you must also enter purchasing history.

If you have Accounts Payable and Purchase Order, use the setup instructions in the *Purchase Order User's Manual* to enter the initial balances.

You can use the summary method or the detail method to set up the initial vendor balances and open invoices.

Summary Method

The summary method is quicker than the detail method, but it does not provide complete purchasing history. First enter a summary amount in each vendor record for the period-, quarter- and year-to-date and last-year purchases and payment history. Then enter outstanding transactions.

The summary method consists of the following steps:

1. Enter purchase and payment history information for each vendor in the **Vendors** function (see page 11-3).
2. Enter outstanding invoices in the **Transactions** function (see on page 5-3). If you made payments against the invoices, enter them in the **Amt Paid** field on the totals screens.
3. Post the outstanding transactions you entered in step 2. This step builds the **APINxxx** file.
4. Enter outstanding material requisitions in the **Enter Material Requisitions** function (see page 6-3).
5. Post the requisitions (see page 6-21).

Detail Method

The detail method provides complete purchasing history, but it is more time-consuming than the summary method. You must leave the amount fields in the vendor records blank and enter and post all transactions from the beginning of the year.

The detail method consists of the following steps:

1. Leave the history fields (except last-year's values) in the vendor records blank.
2. Use the **Transactions** function to enter the invoices for the first general ledger period. If you made payments against the invoices, enter them in the **Amt Paid** field on the totals screens.
3. Post the transactions you entered in step 2 in the **Post Transactions** function (see on page 5-37).
4. Enter material requisitions and returned requisitions for the first general ledger period in the **Enter Material Requisitions** function (see page 6-3).
5. Post the requisitions you entered in step 4 in the **Post Material Requisitions** function (see page 6-21).
6. Repeat steps 2–5 until you reach the current date.

Access Codes

To safeguard your system, prevent access by unauthorized people. Use the Resource Manager **Access Codes** function to set up access codes on your system. You can set up access codes for the Accounts Payable system itself, for menus in the system, and for individual functions. To control users' access to menus and functions, you can set up an access code for each user or group of users that performs the same functions.

A Code for Each Company

Access codes are company-specific. When you set up an access code for a user, the code is assigned the company you are in.

Because the codes are company-specific, you must set up a code for each company a user needs to access. You can use the same code for each company so that the user does not need to remember different codes. For example, you can set up the access code CHARM for companies A01, B01, and C01 so that a user can use the same code for each company.

What Should Be Protected

Because of the sensitive nature of some of the information in the Accounts Payable data files and reports, you should limit access to the functions that provide confidential information or are sensitive to change. For maximum security, protect the Accounts Payable application itself, each of the Accounts Payable menus, and the individual functions.

After you have set up your access codes, print a list of the codes and store it in a safe place.

For more information about access codes, see the *Resource Manager User's Manual*.

Backup Schedule

Plan a backup schedule before you begin day-to-day operations.

You can lose files because of disk drive problems, power surges and outages, and other unforeseen circumstances. Protect yourself against such an expensive crisis by planning and sticking to a backup schedule.

Backing Up Data Files

Back up your Accounts Payable data files whenever they change—every day or every week—and before you run these functions:

- Post Transactions
- Post Material Requisitions
- Post Payments
- Periodic Maintenance
- Purge Selected Files
- Purge Vendor Comments

Backing Up System Files

Once a month or so, back up your programs and system files. Even though these files seldom change, backup media can be damaged or deteriorate, so it pays to have a fresh copy in storage in case you need it.

Backup Media

Keep more than one set of backups in case one set is bad or damaged. Rotate the sets of backup media, keeping one set off-site.

Use Resource Manager

Use the **Backup** function on the Resource Manager **Data File Maintenance** menu to back up files.

Note

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed. If you do, your system may not work after you restore them. The **Backup** function backs up all the data files for a specified company in a data path at one time.

Information Inquiry

4

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Invoices	4-11
Detail History	4-13
Summary History	4-17

Introduction

Use the functions in this chapter to look at information about vendors, invoices, and history. You cannot use the Information Inquiry functions to add or change information.

You can use these functions at any point in your work cycle. Once transaction information has been posted, you can use the **Vendors and Invoices** function to look at information about vendors and their invoices. You can also use the **Invoices** function to look at information about invoices.

You can use the **Summary History** function and the **Detail History** function if you elected to keep detail history in the Resource Manager **Options and Interfaces** function.

Vendors and Invoices

Use the **Vendors and Invoices** function to look at vendor records and open invoices. To add to or change this information, use the **Vendors** function (see page 11-3).

Select **Vendors and Invoices** from the **Information Inquiry** menu. The Vendor Inquiry screen appears.

Vendor Inquiry

Commands Edit Modes Other Help

OK

Abandon

Vendor ID

ACE001

Vendor Address Information

Pay-To Information

Name

ACE PLUMBING SUPPLY COMPANY

Address 1

6769 GOLDEN GATE DRIVE

Address 2

Address 3

City/State

SAN FRANCISCO CA

Zip/Country

35454-5548

Phone

(309)555-5321

Fax

(309)555-5488

Contact

BILL HUMPHREY

Our Account

545878

Internet Information

ACE PLUMBING SUPPLY COMPANY

32 VENTON BLVD

OAKLAND CA

92342-0032

(309)555-0399

Attn:

ACCOUNTS RECEIVABLE

E-Mail Address

Web Site

Balance Information

Amount Due

222024.46

Amount Prepaid

.00

Vendor

First

Last

Next

Previous

History

Invoices

cdes

Comments

Subc

Company H

05/07/2003

Terminal T000

OVR

Inquiry

1. Enter the vendor ID whose information you want to view.

2. Use the commands (buttons in graphical mode) in the command bar of each inquiry screen to find the information you need:

Command	Action
Vendor	Press V to look at a different vendor record. Then enter the Vendor ID.
History	Press H to look at the purchase and payment history for the vendor. See “Look at Vendor History” on page 4-5 for more information.
Invoices	Press I to scan invoices from the vendor you selected. See “Find Invoices From a Vendor” on page 4-6 for more information.
Codes	Press O to view the Vendor Codes for the vendor you selected. See “Codes Inquiry for a Vendor” on page 4-7 for more information.
Comments	Press C to look at the comments about the vendor you selected. See “Look at Comments for a Vendor” on page 4-8 for more information.
User Fields	Press U to view the User-Defined Fields for the vendor you selected. See “Look at User-Defined Fields” on page 4-10 for more information.
First	Press F to look at the first vendor record on file.
Last	Press L to look at the last vendor record on file.
Next	Press N to look at the next vendor record on file.
Previous	Press P to look at the previous vendor record on file.

Look at Vendor History

To look at the purchase and payment history for the vendor, press **H**. The Vendor History Inquiry screen appears.

	Date	Amount	Number
Last Purchase	07/09/2002	212077.98	00030820
Last Payment	07/27/2002	42415.70	0012321

	Period to Date	Qtr to Date	Year to Date	Last Year
Purchases	212077.98	326138.16	810964.90	712995.11
Payments	.00	.00	432994.13	688518.85
Discounts Taken	.00	.00	428.44	4473.53
Discounts Lost	.00	.00	4847.76	388.76
1099 Payments	.00	.00	.00	.00

This information comes from the **APVExxx** (Vendor) file and is entered using the **Vendors** function.

Use the commands (or buttons in graphical mode) on the command bar to find the information you need. See the table in the Vendor Inquiry section for more information.

When you are finished looking at the information, press **Enter** or **G (General)** to return to the Vendor Inquiry screen.

Find Invoices From a Vendor

To scan invoices from the vendor you selected, press **I**. The Invoices screen appears.

Invoices							
Commands Edit Modes Other Scroll Commands Information Help							
Vendor ID		ACE001		ACE PLUMBING SUPPLY COMPANY		Last Payment	
						Date 07/27/2000	
						Amount 42415.70	
Sort By: Invoice Number							
Inv No	PO No	Type	Inv Date	Due Date	Discount Amt	Gross Amount	
Chk No		Stat	Check Date				
24920		INVC	08/12/2002	08/22/2002	714.07	71406.90	
		HOLD					
30072		INVC	07/04/2002	07/14/2002	1140.60	114060.18	
		REL					
30820		INVC	07/09/2002	07/19/2002	2120.78	212077.98	
		HOLD					
Total Prepaid		.00		Total		397545.06	
Enter=vendor inquiry Vendor First Last Next Prev Sort Goto inv							

Use the commands (buttons in graphical mode) on the command bar to find the information you need. See the table in the Vendor Inquiry section for more information on these commands.

To sort the invoices a different way—by invoice number (the default), invoice date, or invoice due date—press **S (Sort)** until the sort option you want appears and the invoices are in the order you want. If Accounts Payable interfaces with Job Cost, each sort option is available with the job ID for six options overall.

Press **G (Goto inv)** to enter a specific invoice number and go directly to that invoice on the screen.

When you are finished looking at the information, press **Enter** to return to the Vendor Inquiry screen.

Codes Inquiry for a Vendor

To view the vendor codes for the vendor you selected, press **O**. The Vendor Codes Inquiry screen appears.

Vendor Codes Inquiry

Commands Edit Modes Other Help

Vendor ID: ACE001 ACE PLUMBING SUPPLY COMPANY

Terms Code: AP0003 0/10,n/30
Reg .0% 10 DAYS NET 30

Distribution Code: 01
Vendor Class: PROD
Payment Priority: 0
Vendor Hold? ☐
Tax Group: CA
GL Account: 104000

1099:

Form Code: No form
Recipient ID:
Field Indic:
Foreign Addr? ☐
2nd TIN Not? ☐

Vendor First Last Next Previous History Invoices General Comments

Company H 08/20/2002 Terminal T000 QVR

Use the commands (buttons in graphical mode) on the command bar to find the information you need. See the table in the Vendor Inquiry section for more information on these commands.

When you are finished looking at the information, press **G (General)** to return to the Vendor Inquiry screen.

Look at Comments for a Vendor

To look at the comments about the vendor you selected, press **C**. The Vendor Comment Inquiry window appears.

Date	Ref	Comment
08/21/2002	000	Lisa called about past due balance.

1. Tab out of the **Vendor ID** field to select the reference ID for the comments you want to view. Press **Enter** in the **Ref ID** field to look at the comments for all reference IDs.
2. Enter the date of the most recent comment you want to look at, or press **Enter** to look at all comment dates.

References can indicate a hierarchy. For example, your company might assign reference number **0** to comments on invoices considered crucial. Those comments would appear first in comments windows.

Sequence numbers are automatically incremented according to order of entry within the same date. For example, if you entered three invoices on 12/15, they would carry sequence numbers **001**, **002**, and **003** in the order you entered them.

The date, reference, sequence number, and text that appear depend on the reference ID and end date you entered (if any). The comments are arranged by date—the most recent date first—then by reference ID and then by sequence number.

3. Use the commands (buttons in graphical mode) on the command bar to find the information you need. See the table in the Vendor Inquiry section for more information on these commands.
 - Press **R** to view comments for a different reference ID. Then enter the reference ID.
 - Press **D** to view the last date entered.
 - Press **I** to view comments for a new vendor ID.
 - Press **G** to go to the next window of comments. This button is only available if you have more than one window of comments.
4. When you are finished viewing vendor comments, exit to the Vendor Inquiry screen.

Look at User-Defined Fields

To look at the user-defined fields for the vendor you selected, press **U (User fields)**. The User-Defined Fields screen appears.

The screenshot shows a window titled "User-Defined Fields" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for various functions. The main area displays the following information:

Vendor ID	ACE001	ACE PLUMBING SUPPLY COMPANY
Account Rep	John Strummond	
Contract?	<input checked="" type="checkbox"/>	
Expiration Date	01/07/2005	
Vendor Since	11/14/1992	

At the bottom, there is a navigation bar with buttons: Enter = return, Header, First, Next, Prev, Last. Below this bar, a status line shows: Company H | 02/10/2003 | Terminal T000 | OVR.

Tab out of the **Vendor ID** field. The user-defined field information setup for the vendor appears.

Use the commands (buttons in graphical mode) on the command bar to find the information you need. See the table in the Vendor Inquiry section for more information on these commands.

When you are finished viewing the user-defined field information, exit to the Vendor Inquiry screen.

Invoices

Invoices

Invoices <input type="button" value="OK"/> <input type="button" value="Abandon"/> 							
Commands Edit Modes Other Scroll Commands Information Help							
Vendor ID		ACE001		ACE PLUMBING SUPPLY COMPANY	 Last Payment Date 07/27/2000 Amount 42415.70	
Sort By: Invoice Number							
Inv No	PO No	Type	Inv Date	Due Date	Discount Amt	Gross Amount	
Chk No		Stat	Check Date				
24920		INVC	08/12/2002	08/22/2002	714.07	71406.90	
		HOLD					
30072		INVC	07/04/2002	07/14/2002	1140.60	114060.18	
		REL					
30820		INVC	07/09/2002	07/19/2002	2120.78	212077.98	
		HOLD					
Total Prepaid		.00		Total		397545.06	
<div style="display: flex; justify-content: space-between;"> Enter=vendor inquiry Vendor First Last Next Prev Sort Goto inv </div>							
<div style="display: flex; justify-content: space-between;"> Company H 08/20/2002 Terminal T000 QVH </div>							

Inquiry

- # Accounts Payable User's Manual

2. Use the commands (buttons in graphical mode) on the command bar to find the information you need:

Command	Action
Vendor	Press V to look at a different vendor record. Then enter the vendor ID.
First	Press F to look at the first vendor record on file.
Last	Press L to look at the last vendor record on file.
Next	Press N to look at the next vendor record on file.
Prev	Press P to look at the previous vendor record on file.
Sort	To sort the invoices a different way—by invoice number (the default), invoice date, or invoice due date—press S until the sort option you want appears and the invoices appear in the order you want.
Goto inv	Press G to enter a specific invoice number and go directly to that invoice on the screen.

Note: The **Information** menu gives you access to documents attached to customer, vendor, employee, invoice, or other records. When the **Information** menu appears, select the appropriate **Documents** command to open the Documents screen where you can view document information or open attached documents.

3. When you are finished looking at the vendor's open invoices, use **F7** to exit to the **Information Inquiry** menu.

Detail History

Use the **Detail History** function to look at past purchases, debit memos, and payment information. Most invoices are listed more than once. They are listed by line item in order of appearance in the invoice. The last entry for each invoice number is **Invoice Total**. The value for this entry is the total value of the invoice—the sum of the subtotal of line items, sales tax, freight charge, and miscellaneous charge. This function is available only if you elected to keep detail history in the Resource Manager **Options and Interfaces** function.

To add to or change this information, use the **Transactions** function (on page 5-3) or the **Pay Invoices** functions (on page 10-1).

Select **Detail History** from the **Information Inquiry** menu. The **Detail History** screen appear.

The screenshot shows the 'Detail History' window with the following data:

Vendor ID	PO Number	Start Date
ACE001		

Tp	Invoice	Inv Date	Item No	Quantity	Units	Amount
	PO No	Chk Date	Description or Job			
IN	12905	07/14/1999	100	300.0000	PKG	103872.00
	14019014		Electrical Package			
IN	12905	07/14/1999				110104.32
	14019014		Invoice Total			
PY	12905	07/14/1999				109003.28
		08/27/1999	Chk No 0000001			
IN	12985	07/09/1999	150	150.0000	PKG	132445.50
	14019016		Plumbing Package			
IN	12985	07/09/1999				140392.23
	14019016		Invoice Total			
PY	12985	07/09/1999				140392.23
		08/27/1999	Chk No 0000001			

Vendor	First	Last	Next	Previous
Header	Totals	view	Goto invoice	Add Desc

Company H 08/21/2002 Terminal T000 DVR

Inquiry

1. Enter the ID of the vendor whose history you want to view.

2. Use the commands (buttons in graphical mode) on the command bar to find the information you need:

Command	Action
Vendor	Press V to view a different vendor record. Then enter the vendor ID. (If a vendor has been deleted from the APVExxx file but has records in the APHIxxx file, you can look at the records if you know the vendor ID.)
First	Press F to look at the first vendor record on file.
Last	Press L to look at the last vendor record on file.
Next	Press N to look at the next vendor record on file.
Previous	Press P to look at the previous vendor record on file.
Header	Press H to view invoice information for a purchase order number or a start date. Then enter the purchase order number or start date. You can use the * and ? wildcards.
Totals	Press T to look at invoice totals for the vendor. The invoice number, subtotal, sales tax, freight, miscellaneous charges, and total appear in a window. Press any key to return to the Detail History screen.
View	Press I to look at an expanded summary of the invoice. Additional information about the invoice (general ledger account and period, purchase order number and date, quantity purchased) appears in the View Line window. Press any key to return to the Detail History screen.

Command	Action
Goto Invoice	Press G to move directly to a different invoice number. Then enter the number or exit to the Detail History screen. (This command appears only if you have more than one screen of invoice numbers.)
Add'l Desc	Select A to view the additional descriptions for the particular line item. This function is only available if you have toggled both Use Additional Descriptions and Keep Additional Descriptions History to YES in the Options and Interface function (see the <i>Resource Manager User's Manual</i> for more description).

3. When you are finished looking at detail history, use **F7** to exit to the **Information Inquiry** menu.

Summary History

Use the **Summary History** function to look at past purchases and payment information associated with vendors. To add to or change this information, use the **Transactions** function (on page 5-3) or the **Pay Invoices** functions (on page 10-1).

Select **Summary History** from the **Information Inquiry** menu. The Summary History screen appears.

The screenshot shows the 'Summary History' window with the following data:

Period	Purchases	Disc Taken	Disc Lost	Payments
1	.00	.00	200.03	20002.73
2	135912.27	.00	.00	.00
3	309735.71	.00	1359.12	135912.27
4	19124.73	.00	3097.36	309735.71
5	94197.01	.00	191.25	19124.73
6	42844.14	.00	.00	.00
7	.00	428.44	.00	51781.31
8	71406.90	.00	.00	.00
9	.00	.00	.00	.00
10	.00	.00	.00	.00
11	114060.18	.00	.00	.00
12	212077.98	.00	.00	.00
YTD	810964.90	428.44	4847.76	432994.13

Buttons at the bottom: Enter = next vendor, New ID, View period, Company H, 08/21/2002, Terminal T000, OVR.

Inquiry

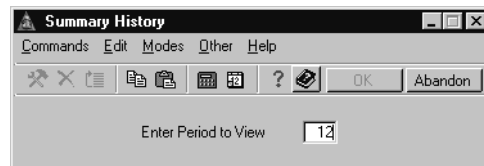
1. Enter the vendor ID whose history you want to view.
2. The current fiscal year from the **APPDxxx** table appears. Accept it or enter the fiscal year whose history you want to view. The vendor's purchases, the discounts taken and lost, the payment amounts for each period, the number of periods specified in the **APPDxxx** table, and the year-to-date totals appear.

3. Use the commands (buttons in graphical mode) on the command bar to find the information you need.

Command	Action
Enter = next vendor	Press Enter to view the next vendor on the list.
New ID	Press N to enter a new vendor ID and view their summary history information.
View Period	Press V to look at the vendor's item and job history for a particular period. See the section below.

Look at History for a Particular Period

To look at the vendor's item and job history for a particular period, press **V**. Then enter the period whose item and job history you want to view. The Summary History input screen appears:



If you did not elect to keep summary history in the Resource Manager **Options and Interfaces** function for a period, an asterisk (*) appears next to the period, and the message ***=Summary History Not Kept** appears near the bottom of the screen. You cannot look at the item history for a period if you do not keep summary history.

If you kept summary history for the period you entered, the Summary History Item Inquiry screen appears.

Item ID	Quantity	Units	Cost of Goods
150	140.0000	PKG	127054.20
200100	15.0000	EA	5691.60
200200	15.0000	EA	3412.95
200300	15.0000	EA	6449.25
200400	15.0000	EA	1911.00
200500	15.0000	EA	712.50
200600	15.0000	EA	1127.25
250	40.0000	CS	53714.80
Totals			200073.55

Press **Enter** to return to the Summary History Vendor Inquiry screen.

Note: If you made more purchases from the vendor in this period than the screen can show, you can also press **M** to view the next page of history for this period.

Daily Work

5

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Introduction

Use the Daily Work functions to record purchases you made from a vendor.

If you purchased goods from a vendor that is not associated with a recurring entry, use the **Transactions** function. If the vendor is associated with a recurring entry, use the **Copy Recurring Entries** function. The information about recurring entries is copied to the **APTDxxx** and **APTHxxx** (Transaction) files.

Use the **Purchases Journal** to check purchasing transactions. Use the **Miscellaneous Debits Journal** to check debits that are not directly related to purchases. Use the **Daily Sales Tax Report** to recap the sales tax charges you've been assessed for the items you've purchased.

If you elected to use transaction batching, use the **Batch Control** and **Change Batches** functions to manage groups of transactions. You can group transactions by time period, by data entry person, or in other similar ways to streamline the Daily Work process.

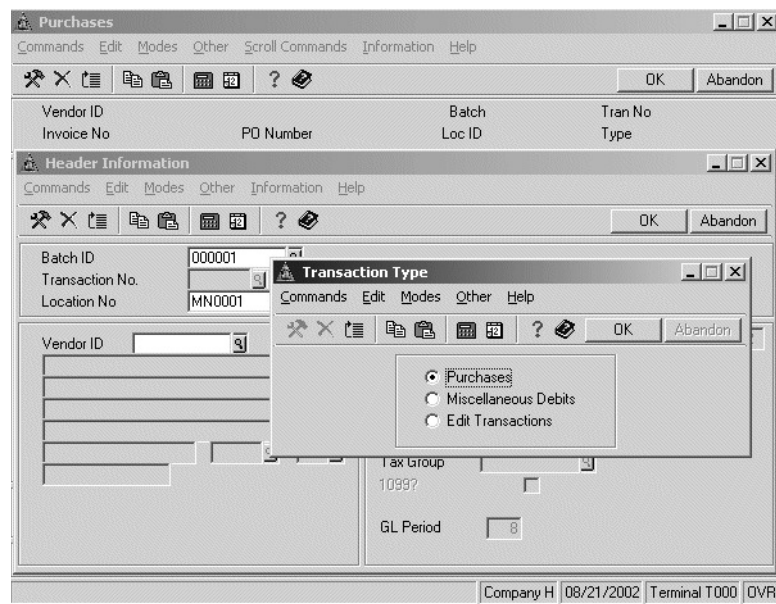
Transactions

Use the **Transactions** function to enter invoices with amounts retained. Separate invoices are created in the Open Invoice file for amounts retained and total amounts retained per vendor are tracked in the Vendor file.

Note

If you interface Accounts Payable to General Ledger and last-year files exist, you must select the fiscal year when you enter transactions into an empty file. All transactions you enter default to that year until you post.

Select **Transactions** from the **Daily Work** menu. The Transaction Type dialog box appears.



Select the type of transaction with which you want to work. You can:

- Enter purchases
- Enter returned goods and cancel incorrectly posted transactions
- Change or delete unposted transactions

Before you change or delete transactions, produce the Purchases and Miscellaneous Debits Journals so that you have the correct transaction numbers. After you change or delete transactions, produce the journals again so that the audit trail is accurate.

If you add, change, or delete a transaction, pay attention to the transaction totals. The system puts the entire payment balance in the **First Payment** field when a quantity, a cost, or an amount changes. If the calculated discount is different from the cash discount, you can elect to automatically use the calculated amount.

Header Information

After you make your selection from the **Transaction Type** menu, the header screen appears.

Transaction No.		Tran Type	
24		Invoice	
Location No.			
MN0001			
Vendor ID		Invoice No	
ACE001		3344	
Vendor Name		Date	
ACE PLUMBING SUPPLY COMPANY		07/22/2003	
Address		PO Number	
6769 GOLDEN GATE DRIVE			
City		Terms Code	
SAN FRANCISCO		AP0003	
State		Terms Desc	
CA		1/10, n/30	
Country		Terms %	
US		1.0	
Zip		Days	
35454-5548		10	
		Net Days	
		30	
		Tax Group	
		MN	
		1099?	
		<input type="checkbox"/>	
		GL Period	
		7	

	Field	Description
<div>Inquiry</div> <div>Maint</div>	Batch ID	<p>If you elected to use transaction batching in Options and Interfaces, enter a batch ID or select an ID from the inquiry window.</p> <p>If you elected the option for system-generated batch numbers, a new batch ID can be automatically generated when you use the Maintenance (F6) command.</p>
<div>Inquiry</div>	Tran No	<p>The system assigns a unique number to each transaction.</p> <p>To change transactions or return goods, enter the number of the transaction.</p> <p>To delete the entire transaction, use the Delete (F3) command.</p>
<div>Inquiry</div>	Loc ID	<p>If you entered a default location ID when you set up the company, the ID appears. If you change the ID of the location you are purchasing the items for, the description of the location appears for verification.</p> <p>If you did not enter a default location ID, enter the ID of the location you are purchasing the items for or press Enter to skip this field.</p>

	Field	Description
<div><div>Inquiry</div><div>Maint</div></div>	Vendor ID	<p>Enter the ID of the vendor you are purchasing goods from or returning goods to. If you use the Maintenance (F6) command, the Vendors function is temporarily called up. (You cannot use the Maintenance command to delete vendor records.) After you enter the ID, the vendor's name and address appear.</p> <p>If the vendor is flagged as a subcontractor, the message ***Subcontractor*** appears at the bottom of the screen. General liability and worker's compensation insurance information also appear.</p> <p>To enter a vendor you plan to use only once, enter TEMP and then the vendor's name, address, and a distribution code. The system assigns each temporary vendor an ID that consists of a + and a five-digit number. This ID is printed in the Purchases Journal. Temporary vendors that have balances of zero are removed from the APVExxx (Vendor) file when you run Purge Selected Files.</p>
	Invoice No	<p>Enter the number of the vendor's invoice for the items you purchased or are returning. If the number you enter is in the APINxxx (Open Invoice) file or the APHIxxx (Detail History) file, a message appears to warn you.</p>
	Date	<p>Enter the date of the invoice whose number you entered.</p>
	PO Number	<p>Enter the purchase order number or press Enter if you did not assign one.</p>

	Field	Description
<div>Inquiry</div> <div>Maint</div>	Terms Code	Enter the terms code. The default Terms Code comes from the Vendor General Information screen. If you use the Maintenance (F6) command, the Terms Code function temporarily appears. After you enter the code, the description and the percent for the payment terms of the transaction appear.
	Tax Group	Enter the tax group where you want to apply the tax—even if the transaction is not taxable. The default Tax Group comes from the Vendor General Information screen. If you use the Maintenance (F6) command, the Tax Groups function temporarily appears (see the <i>Resource Manager User's Manual</i>). After you enter the group, the description of the group appears.
	1099?	<p>If the vendor does not receive a 1099-MISC form, the box is clear (or NO appears in text mode) and you cannot change it.</p> <p>If the vendor receives a 1099-MISC form, the box is selected (or YES appears in text mode). If you want the purchase to update the 1099 Payments Year to Date field in the vendor's record, press Enter; if not, clear the box (or enter N in text mode).</p>
	GL Period	The default GL Period listed in this field is based on the invoice date you selected above. You can change the period. However, if you change the invoice date, the period resets relative to that date. Press Enter if you want to post the transaction to the default period, or enter a different period.

When you save the Header information, the line-item entry screen appears.

Append Line

The Append Line screen appears only if no line items are associated with the transaction.

	Field	Description
<div>Inquiry</div> <div>Maint</div>	Item ID	<p>Enter the number of the item you are purchasing or returning, or press Enter to skip this field.</p> <p>If Accounts Payable interfaces to Inventory, you can also use the Inventory lookup search commands (see Chapter 1) to find an item.</p>
	Desc	Enter a description of the item.
	Additional Descriptions	<p>If you elected to use additional descriptions in the Resource Manager Options and Interfaces function, you can enter up to ten descriptive lines.</p>
	GL Desc	<p>If you elected in the Resource Manager Options and Interfaces function to post summary information to General Ledger, this field is skipped.</p> <p>If you elected in the Resource Manager Options and Interfaces function to post detailed information to General Ledger, enter a description to identify the transaction, or press Enter to skip this field.</p>

Field		Description
		<p>If Accounts Payable interfaces with General Ledger, the description you enter appears in the Description column of the GLJRxxx (Journal) file when you post the transaction. (If you do not enter a description, the invoice number and the item description appear in the Description column of the GLJRxxx file when you post the transaction.)</p>
<div>Inquiry</div> <div>Maint</div>	Job ID	<p>Enter the ID of the job affected by the purchase, or press Enter to skip this field. (The Inquiry command is available if Accounts Payable interfaces with Job Cost.)</p> <p>The message Note: When ITEM-ID's are purchased to a JOB it does not add to Qty On-Hand appears (when interfaced to Inventory). Rather than adding to quantity on-hand, quantities you enter are committed directly to the job instead.</p> <p>A warning message may appear if the job has a finished date assigned to it. Press Enter to continue.</p>
<div>Inquiry</div> <div>Maint</div>	Phase ID	<p>Enter the ID of the phase (cost center) affected by the purchase, or press Enter to skip this field.</p> <p>A warning message may appear if the job has a finished date assigned to it. Press Enter to continue.</p>
<div>Inquiry</div> <div>Maint</div>	Cost Code	<p>Enter the cost code to be associated with this purchase, or press Enter to skip this field.</p>

	Field	Description
Inquiry	GL Account	<p>If Accounts Payable interfaces with Contractors' Job Cost and you entered a job ID, the WIP account from the DFxxxxxx table appears. If the job and phase has the WIP Info option set to Yes, then the account from the WIP Code assigned to the job/phase appears.</p> <p>If you specified a range of job GL accounts in the JOBGLxxx table, and you entered a job, phase, and cost code for this line item, the GL account must be in the specified range. A warning message appears if the account is not in the specified range.</p> <p>Note: If you do not want the system to verify the GL account number for orders that use jobs, leave the Job GL From and Thru values blank in the JOBGLxxx table.</p> <p>If Purchase Order does not interface with Contractors' Job Cost or if you did not enter a job ID, the account number is selected in this order:</p> <ol style="list-style-type: none"> 1. If you assigned an account number in the vendor's record, that number appears. 2. If Accounts Payable interfaces with Inventory and you entered an item ID, the inventory account from the item location appears. 3. If Accounts Payable does not interface with Inventory or if the line is for a noninventory item and no account number is entered in the vendor record, the inventory account from the DFxxxxxx table appears.
Maint		

	Field	Description
<div>Inquiry</div> <div>Maint</div>	Tax Class	<p>This field defaults from the Item ID used. Press Enter to accept it.</p> <p>If you are only using a description and not an Item ID, you must enter the tax class. Use Maintenance (F6) if you want to create a new tax class.</p>
	Quantity	Enter the number of units of the purchased item.
<div>Inquiry</div>	Units	Enter a valid alternate unit of measure. If you are purchasing an item that is not kept in inventory, enter the unit of measure by which you purchase the item; for example, you might enter DZ if you measure the item by the dozen.
	Unit Cost	Accept the amount you paid for each item, or enter a different amount. The Unit Cost field on the Purchases line-item entry screen is updated by the average of the unit costs you enter; the Ext Cost field on the Purchases line-item entry screen is updated by the total of the unit costs you enter.
	Ext Cost	Enter the extended cost if the unit cost is not known. The unit cost is then calculated.
	Retainage	<p>Enter either a dollar amount or a percentage of the purchase to be retained. Whichever field you fill in, the other is calculated accordingly.</p> <p>Note: If you enter a retainage amount or percentage, OSAS creates two invoices when you post transactions: one for the transaction amount minus retainage, and one for the retainage amount. OSAS automatically assigns the retainage invoice a status of Hold. Use the Hold/Release Invoices function (page 10-5) to release invoices, apply payment, or split an invoice.</p>

Note

If you have the **Post Job to Open Invoice** option selected on the Vendors Subcontractor Information screen (page 11-15), the system notes separate line item detail on the Subcontract Report for each transaction line item. Even if two line items are entered for the same job, phase, and cost type, two line item entries are created in the report.

After you finish entering the line items for the transaction, use the **Exit (F7)** command to exit or enter **N** to enter the next transaction. The **Totals** screen appears. The retainage amount appears at the top of the screen and is subtracted from the invoice subtotal.

If you have the option set to **Post Job to Open Invoices**, and you enter an amount paid on the Totals screen, the payment is applied to the line items in the order they were entered.

Use the **Proceed (OK)** command to save the information. You cannot use the **Abandon (F5)** command to cancel the purchase. You can delete the entire purchase by using the **Delete (F3)** command on the header screen.

Purchases

When you exit from the line-item entry screen, the **Purchases** screen appears.

The screenshot shows the 'Purchases' window with the following data:

Vendor ID		ACE PLUMBING SUPPLY		Tran No	0024
Invoice No	3344	PO Number		Type	Invoice
Loc ID	MN0001				

Item ID	Quantity	Units	Unit Cost	Ext Cost
Description	Retainage			
	1.0000	EA	75.0000	75.00
	50.00			

Entry (001 of 001)

Subtotal	Sales Tax	Freight	Misc	Total
125.00	4.88	.00	.00	129.88

Buttons: Enter = edit, Append, Header, Totals, View, Goto, Next Trans

Footer: Company H | 07/22/2003 | Terminal T000 | DVR

The **Purchases** screen is divided into these sections:

- Information from the header screen is summarized at the top of the screen.
- The line-item entry area, or *scroll region*, appears in the middle of the screen.
- The totals appear at the bottom of the screen.

Use the commands (buttons in graphical mode) in the command bar of each inquiry screen to find the information you need.

Command	Description
Enter = edit	Move to the line you want to edit and press Enter .
Append	Press A to append a line item to the transaction. See “Append Line” on page 5-8 for more information on appending a line item.
Header	Press H to return to the header screen. When you return to the header screen, you do not lose the line-item and totals entries because you already saved them.
Totals	Press T to open the Totals/Payments window. See “Purchase Totals” on page 5-16 for more information.
View	Move to the line item you want to view and press V to look at an expanded summary of the line item. Additional information about the line item, such as the general ledger account and description, quantity purchased, and cost information, appears on the View Line window. Press any key to return to the Purchases screen.
Goto	Press G and then enter a line number to go directly to a particular line item. (This command appears only if there is more than one screen of line items.)
Next trans	Press N to finish with the transaction on the screen and move to a blank header screen to enter a new transaction.

View Line

When you select **View**, the View Line dialog box appears.

The View Line dialog box displays the following information:

Item ID		GL Account	Entry	001
Desc		RETAIL SALES		
GL Desc		Tax Class	00	
Job ID	91-135	WESTERN OAKS	Quantity	1.0000 EA
Phase ID	01FOUN	FOUNDATION	Unit Cost	75.0000
Cost Code	100	Material	Ext Cost	75.00
			Retainage	50.00 66.67 %

Press any key to return...

The View Line dialog box displays the information for the selected item. Press **Proceed (OK)** to return to the Purchases screen.

Purchase Totals

When you press **T** to work with the totals, press **N** to enter another transaction, or exit from the **Transactions** function, the Totals/Payments dialog box appears (If you pressed **T**, you can use only the **Sales Tax**, **Freight**, and **Misc** fields.).

Totals/Payments													
Retainage	50.00												
Sub Total	125.00												
Freight	<input type="text" value="0.00"/>												
Misc	<input type="text" value=".00"/>												
Sales Tax	<input type="text" value="4.88"/>												
Total	129.88												
Retainage Inv	.00												
Amount Paid	<input type="text" value=".00"/>												
Via Check No	<input type="text" value="0"/>												
Payment Date	<input type="text" value="// /"/>												
On Line Check	<input type="checkbox"/>												
Cash Disc	<input type="text" value=".00"/>												
<table border="1"> <thead> <tr> <th></th> <th>Amount</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>First Payment</td> <td>129.88</td> <td>08/01/2003</td> </tr> <tr> <td>Second Payment</td> <td>.00</td> <td>// /</td> </tr> <tr> <td>Third Payment</td> <td>.00</td> <td>// /</td> </tr> </tbody> </table>			Amount	Due Date	First Payment	129.88	08/01/2003	Second Payment	.00	// /	Third Payment	.00	// /
	Amount	Due Date											
First Payment	129.88	08/01/2003											
Second Payment	.00	// /											
Third Payment	.00	// /											

The subtotal of all the line items appears.

Inquiry
Maint
Inquiry
Maint

1. Enter the shipping charges and the tax class to which you want to apply the charges in the **Freight** boxes.
2. In the **Misc** box, enter the miscellaneous charges (for example, handling) if the vendor added some. Then enter the tax class to which you want the miscellaneous charges applied.
3. Enter the sales tax from the invoice. If you enter an amount different from the calculated amount, the Sales Tax Breakdown dialog box appears.

Sales Tax Breakdown

Sales Tax Breakdown

Commands Edit Modes Other Help

OK Abandon

Tax Location: **MN** Tax Amount: **4.88**

Tax Adjustment: 495.12 Tax Loc: MN Class: 00

Sales Tax: **500.00**

The tax location for the transaction and the tax amount for each location appears.

1. Accept the current sales tax adjustment or enter a different amount in the Tax Adjustment box.

Inquiry

2. Enter the tax location for the adjustment in the **Tax Loc** box.

Inquiry

3. Accept the current tax class or enter a different tax class in the **Class** box.

Maint

After you enter the tax class, the cursor returns to the Totals/Payments window.

Field	Description
Total	The total amount of the invoice (the subtotal plus the sales tax and freight and miscellaneous charges) appear.
Amt Paid	If you prepaid a portion of the purchase, enter the amount.
Via Check No	If you entered a prepayment, enter the number of the check you used, or press Enter if you paid cash— CASH appears.
Payment Date	Enter the prepayment date.

Field	Description
Online Check?	<p>You cannot use this field if you did not elect to use online checks in the Resource Manager Options and Interfaces function or if the prepayment was for cash.</p> <p>If you want to produce online checks, select the check box (enter Y in text mode); if not, clear the check box (enter N in text mode).</p>
Cash Disc	<p>If you entered a discount percentage on the Purchases header screen, the amount of the discount appears; if not, .00 appears. Accept the discount or enter a different one.</p> <p>The discount is based on your inclusion/exclusion selections in the DISCxxx table (see page 11-37). If you did not set up this table, the amount from which the discount is calculated includes tax, freight, and miscellaneous charges.</p>
First Payment Amount	<p>Accept the first payment (the purchase total minus the prepayment and cash discount), or enter a different amount (it must be less than the purchase total).</p> <p>If you change the amount of the first payment, the remaining payment appears in the Second Payment field.</p>
First Payment Due Date	<p>If you entered discount terms on the header screen, the first due date is calculated from the number of due days you entered using the Terms Codes function. Accept the date or enter a different date.</p>

Field	Description
Second Payment Amount	<p>If you changed the amount of the first payment, the second payment (the purchase total minus the prepayment, cash discount, and first payment) appears. Accept it, or enter a lower amount.</p> <p>If you change the amount of the second payment, the remaining payment appears in the Third Payment field.</p>
Second Payment Due Date	Enter the date the second payment is due.
Third Payment Amount	<p>If you entered an amount for the first and second payments, the remaining payment appears.</p> <p>If you need to split an invoice into more than three payments, post the purchases. Then use the Hold/Release Invoices function (see page 10-5) to split it further.</p>
Third Payment Due Date	Enter the date the third payment is due.

When you approve the totals, one of several things can happen, depending on what you entered or which options you elected:

- If you elected to print an online check, you are prompted to print it.
- If you pressed **T** to work with the transaction totals, you are returned to the Purchases screen.
- If you pressed **N** to enter another transaction, the Totals screen reappears so that you can confirm your entries.
- If you exited from the **Transactions** function, the **Daily Work** menu appears.

Copy Recurring Entries

Use the **Copy Recurring Entries** function to copy entries from the **APRHxxx** and **APRLxxx** (Recurring Entries) files to the **APTDxxx** and **APTHxxx** (Transaction) files when the recurring entries come due. Use the run codes and cutoff dates that you set up in the **Recurring Entries** function to copy the transactions according to your schedule. After you copy an entry, it is treated like another transaction. When the **APTDxxx** and **APTHxxx** files are posted, the entries are moved to the **APINxxx** (Open Invoice) file.

Before you copy recurring entries, produce the **Recurring Entries List** (see page 11-21) and back up your files.

If you are using Accounts Payable on a multiuser system, make sure that no one else is using the **Recurring Entries** function. You cannot copy recurring entries until the other users exit from that function.

Select **Copy Recurring Entries** from the **Daily Work** menu. The Copy Recurring Entries screen appears.

Copy Recurring Entries

Commands Edit Modes Other Help

Run Code From Thru

Copy to GL Period 8

Cutoff Date 08/22/2002

Batch ID 3

OK Abandon

Company H 08/22/2002 Terminal T000 OVR

1. Enter the run codes whose recurring entries you want to copy.
2. Press **Enter** to copy the entries to the period that appears or enter a different period.
3. When you entered recurring entries, you may have entered cutoff dates for them. Accept the system date as the cutoff date, or enter a different date. Entries that have cutoff dates before the date you enter here are not copied to the **APTDxxx** and **APTHxxx** files.
4. If you elected to use transaction batching in the Resource Manager **Options and Interfaces** function, enter the **Batch ID** to which you want to copy the recurring transactions.

Inquiry

Maint

The report shows the total amount of recurring entries that were copied to the **APTDxxx** and **APTHxxx** files, and a log of errors (such as a recurring entry for a vendor whose record has been deleted from the **APVExxx** file) is produced. After the report is produced, the **Daily Work** menu appears.

Purchases Journal

Print the **Purchases Journal** to check for mistakes and omissions and to use as an audit trail of purchasing transactions. The journal is helpful when you want to reconstruct events for a particular period of time. If you find incorrect transactions in the Purchases Journal, use the **Transactions** function to edit or delete them.

Produce the Purchases Journal before you post transactions.

Select **Purchases Journal** from the **Daily Work** menu. The Purchases Journal screen appears.

The screenshot shows the 'Purchases Journal' window. It includes a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for undo, redo, print, save, and help. The main area contains the following fields and options:

- Vendor ID From: []
- Thru: []
- Batches to Print: 0
- Print:
 - ☒ Full Detail
 - ☐ Summary Only
- Print By:
 - ☒ Batch/Transaction Number
 - ☐ Vendor ID
 - ☐ GL Period and Account
 - ☐ Item ID
 - ☐ Job ID and Phase ID
- Additional Description Format?: None

The status bar at the bottom displays: Company H | 08/22/2002 | Terminal T000 | OVR

Inquiry

1. Enter the range of vendor IDs you want in the journal.
2. If you elected to use transaction batching in the Resource Manager **Options and Interfaces** function, select the batches you want to include in the journal.

-
3. Select the amount of detail you want in the journal: line-item detail or invoice totals.
 4. Select the option by which to organize the journal.
 5. In the **Additional Description** field, select your choice for printing additional descriptions.
 - Enter **N** to skip printing additional description on the journal.
 - Enter **S** to print the additional descriptions in a short-line format.
 - Enter **L** to print additional descriptions in a long-line format that reduces the number of lines required to print multiple lines of additional descriptions.

This option is available only if you elected to use additional descriptions in the **Options and Interface** function.

6. Select the output device. See “Output the Report” on page 1-76 for more information. After the journal is produced, the **Daily Work** menu appears.

Purchase Journal

04/14/2002 6:42 PM		Builders Supply Purchases Journal Detail by Order Number						Page 1	
Batch ID	Ent. Vendor	Tax Class	GL Account	Cost	Job	Loc. ID	Item ID	Units	Quantity
Order No.	Invoice	Date	Period and Description	Code	Phase	Description			Amount
000001	001 MIL001	03	104400			CA0001 300		EA	6.0000
0000035	198307	02/21/2002	2			Interior Door			119.34
000001	002 MIL001	03	104400			CA0001 350		EA	4.0000
0000035	198307	02/21/2002	2			Entry Door			840.12
000001	003 MIL001	03	104400			CA0001 400		PKG	10.0000
0000035	198307	02/21/2002	2			Interior Materials			8408.30
000001	004 MIL001	03	104400			CA0001 550		PKG	2.0000
0000035	198307	02/21/2002	2			Millwork Package			2072.20
000001	TOT MIL001		MILLWORK LUMBER & CABINETS						11439.96
0000035									
CA	198307	02/21/2002	2	Amount	Sales Tax	Freight	Misc.	Total	Prepaid
	Check No.	1099? N		11439.96	686.40	.00	.00	12126.36	.00
				Discount	Amount 1	Date 1	Amount 2	Amount 3	Date 3
				242.53	11883.83	12/31/2000			
TOTAL - Batch 000001				Amount	Sales Tax	Freight	Misc.	Total	Prepaid
				11439.96	686.40	.00	.00	12126.36	.00
				Amount	Sales Tax	Freight	Misc.	Total	Prepaid
GRAND TOTAL				11439.96	686.40	.00	.00	12126.36	.00
End of Report									

Miscellaneous Debits Journal

Print the **Miscellaneous Debits Journal** to check for mistakes and omissions and to use as an audit trail of debits not directly related to purchases. The journal is helpful when you want to reconstruct events for a particular period of time. It complements the Purchases Journal; together they provide an overall view of how your money was spent.

If you find incorrect transactions in the **Miscellaneous Debits Journal**, use the **Transactions** function to edit or delete them. Produce the **Miscellaneous Debits Journal** before you post transactions.

Select **Miscellaneous Debits Journal** from the **Daily Work** menu. The Miscellaneous Debits Journal screen appears.

Miscellaneous Debits Journal

Commands Edit Modes Other Help

Vendor ID From [] [v]
Thru [] [v]

Batches to Print: 0

Print:
☒ Full Detail
☐ Summary Only

Print By:
☒ Batch/Transaction Number
☐ Vendor ID
☐ GL Period and Account
☐ Item ID
☐ Job ID and Phase ID

Additional Description Format? None [v]

Company H 08/22/2002 Terminal T000 OVR

Inquiry

1. Enter the range of vendor IDs you want in the journal.

-
2. If you elected to use transaction batching in the Resource Manager **Options and Interfaces** function, select the batches you want to include in the journal.
 3. Select the amount of detail you want in the journal: line-item detail or miscellaneous debit totals.
 4. Select the option by which to organize the journal.
 5. In the **Additional Description** field, select your choice for printing additional descriptions.
 - Enter **N** to skip printing additional description on the journal.
 - Enter **S** to print the additional descriptions in a short-line format.
 - Enter **L** to print additional descriptions in a long-line format that reduces the number of lines required to print multiple lines of additional descriptions.

This option is available only if you elected to use additional descriptions in the **Options and Interfaces** function.

6. Select the output device. See “Output the Report” on page 1-76 for more information. After the journal is produced, the **Daily Work** menu appears.

Miscellaneous Debits Journal

04/14/2002 3:06 PM		builders Supply Miscellaneous Debits Journal Summary by Batch/Transaction Number							Page 1		
Vendor ID	Tran. Ent.	Invoice No. PO Number	Date	GL Period	Totals	Records					

ACE001 CA	ACE	PLUMBING SUPPLY COMPANY 30901	02/21/2002	2	Amount 1815.06	Sales Tax 108.90	Freight .00	Misc. .00	Total 1923.96	Prepaid .00	
1099?	N	TOT	Check No.		Discount 19.24	Amount 1 1904.72	Date 1 02/31/2002	Amount 2	Date 2	Amount 3 Date 3	
Batch	Total				1815.06	108.90	.00	.00	1923.96	.00	
GRAND TOTAL					1815.06	108.90	.00	.00	1923.96	.00	
=====											
End of Report											

Daily Sales Tax Report

Use the **Daily Sales Tax Report** to print and review the current taxes for each tax location in your tax groups.

Select **Daily Sales Tax Report** from the **Daily Work** menu. The Daily Sales Tax Report screen appears.

Daily Sales Tax Report

Commands Edit Modes Other Help

Tax Group ID From Thru

Batches to Print: 0

Print Zero Balance Tax Classes? ☐

Company H 08/22/2002 Terminal T000 QVR

Inquiry

1. Enter the range of tax group IDs you want in the report.
2. If you elected to use transaction batching in the Resource Manager **Options and Interfaces** function, select the batches you want to include in the report.
3. Select the check box (enter **Y** in text mode) to print all tax classes for each tax location, regardless of whether the tax class has zero balances. Clear the check box (enter **N** in text mode) to exclude tax classes that have zero balances from the report.

4. Select the output device. See “Output the Report” on page 1-76 for more information. After the report prints, the **Daily Work** menu appears.

Daily Sales Tax Report

04/14/2002 6:55 PM		Builders Supply Daily Sales Tax Report By Tax Group					Page 1	
Tax Loc. Description		Tax Auth. Tax ID		Tax Refundable Account		---- Tax ----- Freight? Misc.?		
Not on File						NO		
Class Description	----Percent----							
Expense Acct.	Tax Ref.	Taxable	Nontaxable	Calculated	Paid	over/short	Refundable	
TOTAL FOR LOCATION		.00	.00	.00	.00	.00	.00	
		Taxable	Nontaxable	Calculated	Paid	over/(short)	Refundable	
GRAND TOTAL		.00	.00	.00	.00	.00	.00	
End of Report								

Change Batches

The **Change Batches** function allows you to manually change the batch ID for a single transaction or an entire batch of transactions that has not been posted. If you did not elect to use transaction batching, you cannot use this function.

Select **Change Batches** from the **Daily Work** menu. The Change Batches screen appears.

Change Batches

Commands Edit Modes Other Help

OK Abandon

Change:

☒ Transaction Number
☐ Batch ID

Old Batch ID 000001

Transaction Number 0003

New Batch ID 000002

Company H 08/22/2002 Terminal T000 OVR

1. Select the type of change you want to make in the **Change** section of the screen. You can copy a single transaction to a new batch or you can move all transactions from one batch to another.
2. Enter the batch number from which you want to change in the **Old Batch ID** box.

Inquiry

Inquiry

3. In the **Transaction Number** box, enter the transaction number from which you want to change.

Inquiry

4. Enter the batch number to which you want to change in the **New Batch ID** box.

Maint

After the transactions are copied and the corresponding log is produced, the **Daily Work** menu appears.

Batch Control

Use the **Batch Control** function to inquire about the status of your batches, to set up new batches, and to maintain existing batches. If you did not elect to use transaction batching, you cannot use this function.

Select **Batch Control** from the **Daily Work** menu. The Batch Control screen appears.

Batch Control

Commands Edit Modes Other Help

Proceed Cancel Print Batch Help Quit OK Abandon

Batch ID: 000001

Lock Flag:

Description: Today's purchases

Status: Released

Report Status: Unprinted

Purchases Journal: Unprinted

Misc Debits Journal: Printed

Term	User Name	Term	User Name
------	-----------	------	-----------

Company H 10/24/2002 Terminal T000 OVR

Inquiry

Maint

1. Enter the batch ID with which you want to work in the **Batch ID** box. If you elected to use automatic batch number generation, you can create a new batch ID by using the **Proceed (OK)** command.
2. If a terminal ID appears in the **Lock Flag** box, the batch is or was produced or posted on that terminal. Do not change it unless you need to release a locked batch.
3. Enter a description of the transactions in this batch in the **Description** text box.

-
4. Enter the status of the batch: **H** if it is on hold, or **R** if it has been released. If you place the batch on hold, you can print or post it, but you cannot enter or edit transactions in it.

5. For each report listed, toggle the report status.

The report status begins as **Not Applicable**. When you enter purchases or miscellaneous debits, the status automatically changes to **Unprinted**. When you print the report, the status automatically changes to **Printed**. If you then add or change transactions, the status automatically changes to **Reprint**.

6. If you selected a batch that is in use, the terminal ID and the user name of the person entering transactions are displayed.

A maximum of 20 terminal IDs can appear at one time.

After you save the information, enter information about a different batch ID, or exit to the **Daily Work** menu.

Post Transactions

When you post transactions, the purchases and miscellaneous debit entries are moved from the **APTDxxx** and **APTHxxx** (Transaction) files to the **APINxxx** (Open Invoice) file, and the purchase order number is saved in the **APIXxxx** (Open Invoice Additional Information) file. Detail (line-item) information about the transactions is not transferred to the **APINxxx** or **APIXxxx** files; the system keeps only the summary information (totals) necessary to prepare and print checks.

Posting transactions also updates the amount due, the amount prepaid, and the purchase and payment history fields in the **APVExxx** (Vendor) file and clears the **APTDxxx** and **APTHxxx** files for the next group of transactions.

If you keep transaction history, line-item information updates the **APHIxxx** (Detail History) file, and totals update the **APHSxxx** (Summary History) file.

Note

If Accounts Payable does not interface with General Ledger, you must select the year for which you are posting transactions. If Accounts Payable interfaces with General Ledger, the year you selected in **Transactions** appears. If Accounts Payable interfaces with Inventory and you entered the wrong year, delete all the transactions and reenter them.

Interfaces

General Ledger

If Accounts Payable interfaces with General Ledger, debit and credit entries are created in the **GLJRxxx** (Journal) file. If you post detail (line-item) information, entries are made for each line item. If you post summary (totals) information, one entry is made for each account.

When you post purchases, entries are made to several accounts:

Expense/WIP	Misc	Freight
DB	DB	DB
Sales Tax	AP	AP Retainage
DB	CR	CR

You specify the expense/WIP account when you enter transactions. You set up the other accounts through the **Distribution Codes** function. The AP Retainage account comes from the **APGLxxx** table.

When you post miscellaneous debits, entries are made to these accounts:

<u>Expense/WIP</u>	<u>Misc</u>	<u>Freight</u>
CR	CR	CR
<u>Sales Tax</u>	<u>AP</u>	<u>AP Retainage</u>
CR	DB	DB

You specify the expense/WIP when you enter miscellaneous debits. You set up the other accounts through the **Distribution Codes** function. The AP Retainage account comes from the **APGLxxx** table.

When you post a retainage invoice, the AP Retainage account is debited for the amount and the AP account is credited.

<u>Expense/WIP</u>	<u>Misc</u>	<u>Freight</u>
DB	DB	DB
<u>Sales Tax</u>	<u>AP</u>	<u>AP Retainage</u>
DB	CR	DB

The AP account comes from the Distribution Codes for the vendor and the AP Retainage account is specified in the line item of the transaction.

Tax Refundables

If you set up the taxable percentages for refundables and refundable percentages in the Resource Manager **Tax Locations** function, entries are made to these accounts when you post:

<u>Sales Tax</u>	<u>Tax Refundable</u>
CR	DB

Entries made to the sales tax and tax refundable accounts replace the entry to the sales tax account for purchases or miscellaneous debits.

Before Posting

Before you post, do these things:

- If you have a multiuser system, make sure that no one else is using the Accounts Payable system. You cannot post if someone else is using Accounts Payable functions.
- Print the Purchases Journal (see on page 5-25).
- Print the Miscellaneous Debits Journal (see on page 5-29).
- Back up all the data files.

The information in the Purchases Journal and the Miscellaneous Debits Journal comes from the **APTDxxx** and **APTHxxx** files. Posted entries are cleared from these files to make room for the next group of entries. Because you cannot reconstruct the journals after you post, printing them before you post is important.

Backing up your data files before you post is an important practice. Although the **Post Transactions** function is designed to minimize data problems due to interruptions in the posting process, unforeseen problems, such as a power surge or failure, can corrupt data files and result in data loss.

Post Transactions

Select **Post Transactions** from the **Daily Work** menu. The Post Transactions screen appears.

Post Transactions

Commands Edit Modes Other Help

Have You Completed AP Transaction Entry? ☒

Batches to Post: 1

Do You Want to Post All Invoices as Held? ☒

Post Will Update 2002 Fiscal Year

Company H 08/22/2002 Terminal T000 DVR

1. If you have entered and reviewed the accounts payable transactions, produced the Purchases Journal and the Miscellaneous Debits Journal, and backed up the data files, select the check box (enter **Y** in text mode) and press **Enter**; if not, clear the check box (enter **N** in text mode) and return to the **Daily Work** menu.
2. If you elected to use transaction batching, select the batches you want to post at this time.

-
3. If you selected **Yes** to the **Default Posting All Invoices as Held** option within the **Options and Interfaces** function of Resource Manager, the check box is selected. When you post, invoices are posted as held. You can override the default here by clearing the check box.

If you post invoices as held, you must use the **Hold/Release Invoices** function (see page 10-5) to release each invoice for payment individually.

If you selected **No** to the **Default Posting All Invoices as Held** option within the **Options and Interfaces** function of Resource Manager, the check box is not selected. Use the **Hold/Release Invoices** function to hold individual invoices you don't want to pay.

If there was a retainage amount in the transaction, the system also creates a retainage invoice. The retainage invoice number is **Rtxxxxxx** where **x** is the Job ID. It is posted with a held status. See "Release Retainage" on page 10-9 for more information on releasing or paying a retainage invoice.

Note

If you have the option set to **Post Job to Open Invoice** on the **Subcontractor Information** screen, the system creates separate invoice records in the Open Invoice file for each line item entered for a transaction. Even if two line items are entered for the same job, phase, and cost type, two separate invoices are created.

Separate retainage invoices are tracked per job, phase, and cost type if the vendor has the option **Post Job to Open Invoice** set to **YES**. If you post transactions with retainage for vendors who have the **Post Job to Open Invoice** option set to **NO**, the system creates one retainage invoice without a Job ID.

4. If Accounts Payable does not interface with General Ledger or if you have not created last-year data in General Ledger, the current fiscal year appears.

If Accounts Payable interfaces with General Ledger, the information you entered when you started entering transactions appears. If you have not yet selected a year to post to, you must select a year now.

5. Select the output device. See “Output the Report” on page 1-76 for more information. After you post and the log prints, the **Daily Work** menu appears.

Transaction Posting Log

04/14/2002 3:12 PM		Builders Supply Post Accounts Payable		Page 2
Amount posted to GL period 12	GL Account	Debit	Credit	
30896 Electrical Packa	104000	1717.75		
30896 Plumbing Package	104000	5445.18		
30896 Interior Materia	104000	4278.05		
30896 Exterior Panels	104000	4028.61		
30901 Plumbing Package	104000		1815.06	
57001 Electrical Packa	104400	1740.29		
41067 Interior Materia	104400	5989.27		
41067 Slide by window	104400	483.42		
41067 Slide by window	104400	1411.76		
41067 Millwork Package	104400	1036.10		
Tax loc cls 03	203800	928.18		
Tax loc CA cls 03	806000	928.18		
Tax loc cls 03	203800	104.42		
Tax loc CA cls 03	806000	104.42		
Tax loc cls 03	203800	535.25		
Tax loc CA cls 03	806000	535.25		
Tax loc cls 03	203800		108.90	
Tax loc CA cls 03	806000		108.90	
AP	200000		27233.27	
Balance		29266.13	29266.13	
Amount posted to history file.	25774.32			
End of Report				

Material Requisitions

6

Enter Material Requisitions	6-3
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Enter Material Requisitions

Use the **Enter Material Requisitions** function to remove from inventory items that are used internally or for jobs. If you do not have enough items to fill a material requisition, you can enter a backorder quantity. The requisition stays on file until the entire requisition has been filled. You can also use the **Enter Material Requisitions** function to return material requisitions or to change a requisition.

To find out which backorders you can fill, produce the Backorder Allocation Report (see page 6-17). Then use the Change Material Requisitions option (see below) to fill backordered requisitions.

Material Requisitions Menu

Select **Enter Material Requisitions** from the **Material Requisitions** menu. The Transaction Type selection screen appears.

The screenshot displays the 'Enter Material Requisitions' application window. It features a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Scroll Commands', 'Information', and 'Help'. Below the menu is a toolbar with icons for file operations and a help icon, followed by 'OK' and 'Abandon' buttons. The main area is divided into sections: a top section for 'Transaction No', 'Date Placed', 'Loc ID', 'Requisition No', and 'Date Needed'; a 'Header Information' section with similar fields; and a 'Transaction Type' dialog box. The dialog box has three radio button options: 'Enter Material Requisitions' (selected), 'Return Material Requisitions', and 'Change Material Requisitions'. Other fields in the main window include 'Transaction No.', 'Location ID' (containing 'MN0001'), 'Requisition No.', 'Requested By', 'Date Needed' (with a date picker), 'Notes', 'Ship Via', 'Actual Ship Date' (10/24/2003), and 'GL Period' (10). The status bar at the bottom shows 'Company H', '10/24/2003', 'Terminal T000', and 'OVR'.

Select the type of transaction you want to work with:

- Enter material requisitions
- Enter returned material requisitions
- Change or delete material requisitions

You cannot use the **Change Material Requisitions** option to change posted requisitions, returned or otherwise. To reverse incorrect requisitions, use the **Return Material Requisition** option. To reverse incorrect returned requisitions, use the **Change Material Requisitions** option.

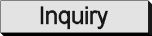
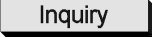
Before you change or delete material requisitions, produce the Material Requisitions Journal so that you have the correct transaction numbers. After you edit or delete requisitions, produce the journal again so that the audit trail is accurate.


Material Requisitions Header

After you make your selection from the **Material Requisitions** menu, the header screen appears

The screenshot shows a software window titled "Header Information". It has a menu bar with "Commands", "Edit", "Modes", "Other", "Information", and "Help". Below the menu is a toolbar with various icons and "OK" and "Abandon" buttons. The form contains the following fields:

Transaction No.		Date	10/24/2003
Location ID	MN0001	MINNEAPOLIS WAREHOUSE	
Requisition No.	2134123	Ship to:	INHOUSE
Requested By	Bob		
Date Needed	12/10/2003		
Notes	Replacement for damaged door in warehouse.		
	Requested By		
	Actual Ship Date	10/24/2000	
	GL Period	10	

	Field	Description
	Transaction No	<p>When you enter or return material requisitions, the system assigns a unique number to each transaction. You cannot give two material requisitions the same number; entering an existing number indicates that you want to change a requisition.</p> <p>To change a material requisition, enter the number of the material requisition.</p> <p>To delete the entire material requisition, use the Delete (F3) command.</p>
	Date	<p>If you are using the first requisition in a group, the system date appears; otherwise, the date you assigned to the last requisition appears. Accept the date, or enter a different requisition date.</p>
	Location ID	<p>If you entered a default location ID when you set up the company, the ID appears. To change the location ID, use the up-arrow key to move the cursor to this field. Then enter the ID of the location you are removing the items from. The location description appears for verification.</p> <p>If you did not enter a default location ID, enter the ID of the location where the inventory items are stored.</p>
	Requisition No	<p>Enter the requisition number or a different code to identify the material requisition.</p>
	Requested By	<p>Enter the name of the person requesting the items.</p>
	Date Needed	<p>Enter the date the items are needed. If you are returning material requisitions, enter the date the items were removed from the location or a different date to identify the returned requisition.</p>
	Notes	<p>Enter miscellaneous information about the requisition. You can enter two lines of notes.</p>

	Field	Description
	Ship to	This field is used by the Purchase Order system. Enter a ship-to address code, or press Enter to skip this field. If you enter a code, enter the shipping address; you can enter 30 characters for each of the four following lines.
	Ship Via	Enter the shipping method, or press Enter to skip this field.
	Actual Ship Date	If you have filled some or all of the requisition, enter the date the requisition was filled. If you are returning a requisition, enter the date the items were returned.
	GL Period	Press Enter if you want to post the requisition to the displayed period, or enter a different period.

When you save the header information the line-item entry screen appears.

Material Requisitions Line-Item Entry

The Material Requisitions line-item entry screen appears only if no line items are associated with the material requisition.

Append Line

Commands Edit Modes Other Inventory Lookups Information Help

OK Cancel

Loc ID

MN0001

GL Account

104200

Item ID

250

INVENTORY - WORK-IN-PROCESS

Description

Exterior Panels

Armor Plating

GL Desc

Armor Plating, Chobham

Requested

12.0000

Quantity

12.0000

Units

CS

Job ID

100001

Filled

12.0000

Phase ID

B

Backordered

.0000

Cost Code

400

Unit Cost

1342.8700

Ext Cost

16114.44

	Field	Description
Inquiry	Loc ID	The location ID you entered on the header screen appears. To change it, use the up-arrow key to go to this field. Then enter a different location ID.
Inquiry	Item ID	Enter the number of the item you are requisitioning, or press Enter to skip this field.
Maint	Desc	Enter an item description.

	Field	Description
	GL Desc	<p>If you elected to post summary information to General Ledger in the Resource Manager Options and Interfaces function, this field is skipped.</p> <p>If you elected to post detailed information to General Ledger in the Resource Manager Options and Interfaces function, enter a description to identify the requisition, or press Enter to skip this field.</p> <p>If Accounts Payable interfaces with General Ledger, the description you enter appears in the Description column of the GLJRxxx (Journal) file when you post the requisition.</p>
<div>Inquiry</div> <div>Maint</div>	Job ID	<p>Enter the ID of the job affected by the requisition, or press Enter to skip this field. (The Inquiry command is available if Accounts Payable interfaces with Job Cost.)</p> <p>If Accounts Payable interfaces with Job Cost, the description of the job appears for verification when you enter a job ID.</p>
<div>Inquiry</div> <div>Maint</div>	Phase ID	<p>If you entered a job ID, enter the ID of the phase (cost center) affected by the requisition, or press Enter to skip this field. (The Inquiry command is available if Accounts Payable interfaces with Job Cost.)</p>
<div>Inquiry</div> <div>Maint</div>	Cost Code	<p>If you entered a job ID and Accounts Payable interfaces with Job Cost, select a cost code.</p> <p>If you entered a job ID and Accounts Payable does not interface with Job Cost, enter a cost code for reference purposes only, or press Enter to skip this field.</p>

	Field	Description
<div>Inquiry</div> <div>Maint</div>	GL Account	<p>If Accounts Payable interfaces with Job Cost and you entered a job ID, the WIP account from the DMxxxx table appears. If Accounts Payable does not interface with Job Cost and the line is for an inventory item, the inventory account from the DMxxxx table appears. If you do not enter a job ID and use a noninventory item, the expenses account from the DMxxxx table appears.</p> <p>Accept the account number, or enter a different account number. (The Inquiry command is available if Accounts Payable interfaces with General Ledger.)</p>
	Quantity Requested	Enter the number of units of the item you are requesting.
<div>Inquiry</div>	Units	Enter a valid unit of measure for this item. If you are requesting an item that is not kept in inventory, you can enter any unit of measure for the item; for example, you might enter DZ if you measure the item by the dozen.
	Quantity Filled	Enter the number of units of the item you received. If you are changing a requisition, the number of units you entered appears and you cannot change it.
	Quantity Backordered	<p>Enter the number of units that are backordered.</p> <p>The requisition stays open until this quantity is zero. If you are editing a requisition, you cannot change this field.</p> <p>You cannot enter a backorder quantity greater than the quantity still on demand (the quantity requested minus the quantity filled).</p>
	Unit Cost	Accept the amount, or enter a different amount.
	Ext Cost	If the line is for a noninventory item, enter the extended cost of the line.

Field	Description
-------	-------------

Total	The total amount of the items appears at the bottom of the screen.
--------------	--

After you save the line item, you can enter another line item or exit to the Material Requisitions screen.

When you save the first line item, the totals are updated and your entries are saved. You cannot use the **Abandon (Cancel)** command to cancel the purchase. You can delete the entire purchase by using the **Delete (F3)** command on the header screen.

Material Requisitions

When you exit from the line-item entry screen, the Material Requisitions screen appears.

Transaction No	0008	Date Placed	10/24/2003	Loc ID	
Requisition No	2134123	Date Needed	12/10/2003	MN0001	
Item ID	Description	Quantity Requested	Units	Quantity Filled	Ext Cost
300	Interior Door	1.0000	EA	1.0000	22.01

Entry (001 of 001)

Total 22.01

Enter = edit Append Header View Goto Online Next Trans

Company H 10/24/2003 Terminal T000 OVR

The Material Requisitions screen is divided into these sections:

- Information from the header screen is summarized at the top of the screen.
- The line-item entry area or the line-item scroll region appears in the middle of the screen.
- The requisitions totals appear at the bottom of the screen

Command	Action
Enter = edit	To edit a line item, move the prompt to the line and press Enter .
Append	To append a line item to the transaction, press A . Then see Material Requisitions Line-Item Entry Screen earlier in this section.
Header	To return to the header screen, press H . When you return to the header screen, you do not lose the line-item and totals entries because you already saved them.
View	To look at an expanded summary of the line item, move the prompt to the line item, and press V . Additional information about the line item, such as the general ledger account and description, quantity purchased, and cost information, appears on the View Line screen. Press any key to return to the Material Requisitions screen.
Online	To send an online instruction to produce the material requisition, press O . Select the output device. After the requisition is produced, you are returned to the Material Requisitions screen.
Goto	To go directly to a particular line item, press G . Then enter the line number. (This command appears only if there is more than one screen of line items.)
Next trans	To finish with the material requisition on the screen and move to a blank header screen to enter a new material requisition, press N . Then see Material Requisitions Header Screen earlier in this section.

Print Material Requisitions

Use the **Print Material Requisitions** function to print material requisition forms or to print material requisitions on 8½-by-11-inch paper.

Select **Print Material Requisitions** from the **Material Requisitions** menu. The function screen appears.

Print Material Requisitions

Commands Edit Modes Other Help

OK Abandon

Pick Transaction No From Thru

Requisition No From Thru

Location ID From Thru

Print By:

- ☒ Transaction Number
- ☐ Requisition Number
- ☐ Date Needed
- ☐ Location ID

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Inquiry

1. Enter the transaction numbers you want to print on forms.

Inquiry

2. Enter the requisition numbers you want to print on forms.

Inquiry

3. Enter the location IDs you want to print on forms.

4. Select the order in which you want to print the forms.

If you order items from several locations on a requisition, and you want to print a separate form for each location, you must organize the requisitions by location ID.

5. Select the output device.

After the forms are produced, the Material Requisitions menu appears.

Sample Material Requisition Form

If you organize the requisitions by transaction number, requisition number, or the date the items are needed, the location ID is listed next to the item number for each line item. The sample requisition is organized by location ID, so the location information is listed near the top of the requisition instead of being listed for each line item.

Material Requisition

MATERIAL REQUISITION		Requisition Number		Page 1	
Date Needed					
Order Date	Ordered By	Ship via			
10/19/2003					
Ship From:		Ship To:			
Loc. ID MN0001					
MINNEAPOLIS WAREHOUSE					
453 LAKE DRIVE					
MINNEAPOLIS		MN US 55355			
Line Item/	LoC. ID	Units	Unit Cost/	Filled/	Backordered
Description			Extended Cost	Requested	
001	MN0001	EA	.0000 .00	1.0000 1.0000	.0000

Material Requisitions Journal

Print the Material Requisitions Journal before you post requisitions to check for mistakes and omissions and to use as an audit trail of material requisitions and returned material requisitions. If you find incorrect material requisitions in the Material Requisitions Journal, use the **Change Material Requisitions** option in the **Enter Material Requisitions** function (see page 6-3) to edit or delete them.

You cannot post material requisition credits to inventory item accounts if you did not elect that option in the Resource Manager **Options and Interfaces** function.

Select **Material Requisitions Journal** from the **Material Requisitions** menu. The function screen appears.

Material Requisitions Journal

Commands Edit Modes Other Help

OK Abandon

Pick Requisition No From Thru

Print:

☒ Full Detail
☐ Summary Only

Print By:

☒ Transaction No
☐ Requisition No
☐ GL Period and Account
☐ Item ID
☐ Job ID and Phase ID

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Inquiry

1. Enter the range of material requisitions you want in the journal.

2. Select the amount of detail you want in the journal: line items or only the header information and totals.
3. Select the order in which you want to organize the journal.
4. Select the output device.

After the journal is produced, the Material Requisitions menu appears.

A sample of the Material Requisitions Journal appears below.

Material Requisitions Journal

10/24/2003 10:40 AM				Builders Supply Material Requisitions Journal Detail by Transaction Number										Page	1
Tran.	Ent.	St.	Reg. No.	-- Date -- Placed Ship-to	GL Per. Acct. Description	Cost Code	Job Phase	Loc. ID, Item ID Item Description	Units	---Quantity--- Filled Backordered	Amount				
0012	001	MR		10/19/2003	01 999900			MN0001	EA	1.0000	.00				
0012	TOT	MR		10/19/2003	01					.0000	.00				
0013	001	MR		10/19/2003	01 999900			MN0001	EA	1.0000	.00				
0013	TOT	MR	314	10/19/2003 12/12/2003	01					.0000	.00				
						Requisitions	Returns	SUBTOTAL							
GRAND TOTALS						.00	.00	.00							
End of Report															

Backorder Allocation Report

Produce the Backorder Allocation Report to find out which backordered requisitions can be filled with items that have been received in inventory and to use as an audit trail. This report is helpful when you check for mistakes and omissions before you post material requisitions. If you find incorrect material requisitions in the Backorder Allocation Report, use the **Enter Material Requisitions** function (see page 6-3) to edit or delete them.

You cannot produce this report if Accounts Payable does not interface with Inventory.

Select **Backorder Allocation Report** from the **Material Requisitions** menu. The function screen appears.

Backorder Allocation Report

Commands Edit Modes Other Inventory Lookups Help

OK Abandon

Pick Requisition No From Thru

Location ID From Thru

Item ID From Thru

Ship-to ID From Thru

Print By:

☒ Date Needed

☐ Requisition Number

☐ Ship-to ID

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Inquiry

1. Enter the range of material requisition numbers, location IDs, and item IDs you want to include in the report, or leave the fields blank to include all.

2. Enter the range of ship-to IDs you want to include in the report.
3. Select the order in which you want to organize the report.

The report shows how the backorders can be filled, based on the way you organize the report. For example, if you have 30 requisitions for item 100, but only 25 are available, and you organize the report by the date the items are needed, the backorders needed the quickest are filled first until all 25 items are allocated. If you organize the report by requisition number, the backorders for requisition number 00000001 are filled first, backorders for 00000002 are filled second, and so on.

4. Select the output device.

After the report is produced, the Material Requisitions menu appears.

A sample of the Backorder Allocation Report appears at the end of this section.

Notes

How Backorders Are Arranged

For each group of backorders for an inventory item, the first backorder listed is filled first, the next backorder is filled second, and so on. The system partially fills a backorder if the on-hand quantity reaches zero; the amount in the Allocated column for the remaining backorders for the item is zero. No backordered item whose on-hand quantity is zero is listed in the report.

Balance Available

The balance available is the quantity available minus the total quantity allocated. The balance available is zero if the quantity backordered is greater than the quantity available.

Backorder Allocation Report

10/24/2003 8:18 AM		Builders Supply Backorder Allocation Report By Location ID/Item/Date Needed				Page 1
Loc. ID Description						

MN0001 MINNEAPOLIS WAREHOUSE						
Item ID	Description	Default Unit		Qty. Available	Bin No.	

200500	Sump Pump	EA		12.0000	D-9	
Date Needed	Requisition No.	Ship-to ID	Tran No.	on Backorder	Allocated	Line No.

	15436AM		0009	5.0000	5.0000	001
Item 200500 Total					5.0000	
Balance Available					7.0000	
End of Report						

Post Material Requisitions

When you post material requisitions, the requisitions and returned requisitions (except for backorders) are removed from the **APMDxxx** and **APMHxxx** (Material Requisitions) files. If you keep detail history, detailed line-item information updates the **APHIxxx** (Detail History) file.

Interfaces

General Ledger

If Accounts Payable interfaces with General Ledger, debit and credit entries are created in the **GLJRxxx** (Journal) file. If you post detail (line-item) information, entries are made for each line item. If you post summary (totals) information, one entry is made for each account.

When you post material requisitions and returned requisitions, entries are made to several accounts:

Material Inv		Expense		or	Material Misc		Expense	
	CR	DB				CR	DB	

You specify the expense account(s) when you enter requisitions.

Inventory

If Accounts Payable interfaces with Inventory and you have elected to post material requisition credits to inventory item accounts in the Resource Manager **Options and Interfaces** function, inventory item accounts are credited. If you are not posting the credits to inventory item accounts, the material inventory account in the **MRGLxxx** table is used.

Before Posting

Before you post, do these things:

- If you have a multiuser system, make sure that no one else is using the Accounts Payable system. You cannot post if someone else is using Accounts Payable functions.
- Print the Material Requisitions Journal (see page 6-13).
- Print the Backorder Allocation Report (see page 6-17).
- Back up all the data files.

The information in the Material Requisitions Journal comes from the **APCMxxx** (Requisition Control) file and the **APMDxxx** and **APMHxxx** (Material Requisitions) files. Posted entries are cleared from these files to make room for the next group of entries. Because you cannot reconstruct the journals after you post, printing them before you post is important.

Backing up your data files before you post is an important practice. Unforeseen problems, such as a power surge or failure, can interrupt the post and result in the loss of data.

Post Material Requisitions

Select **Post Material Requisitions** from the **Material Requisitions** menu. The function screen appears.

Post Material Requisitions

Commands Edit Modes Other Help

Have You Completed Requisition Entry? ☒

Have You:

- Printed Material Requisition Forms
- Printed the Material Requisitions Journal
- Backed Up Your Data Files ☒

Post Will Update 2003 Fiscal Year

OK Abandon

Company H 10/24/2003 Terminal T000 QVR

1. If you have entered and reviewed the accounts payable requisitions, select the check box (enter **Y** in text mode); if not, clear the check box (enter **N** in text mode) and return to the **Material Requisitions** menu.
2. If you have produced the appropriate material requisitions forms and the Material Requisitions Journal and backed up the data files, select the check box (enter **Y** in text mode); if not, clear the check box (enter **N** in text mode) and return to the **Material Requisitions** menu.
3. If Accounts Payable does not interface with General Ledger or if you did not create last-year data in General Ledger, the fiscal year appears.
4. Select the output device.

After posting is completed and the log is printed, the Material Requisitions menu appears.

A sample of the posting log appears below.

Material Requisitions Posting Log

10/24/2003 10:46 AM	Builders Supply Post Material Requisitions	Page 1
BALANCE	.00	.00
Amount posted to jobs file.	.00	
Amount posted to history file.	.00	
End of Report		

Management Reports

7

Open Invoice Report	7-3
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Vendor Analysis Report	7-11
Sales Tax Report	7-15

Open Invoice Report

The Open Invoice Report shows the invoiced orders and miscellaneous debits for the due date you specify. The invoiced transactions stay in the **APINxxx** (Open Invoice) and **APIXxxx** (Open Invoice Information) files until they are purged.

Select **Open Invoice Report** from the **Management Reports** menu. The Open Invoice Report screen appears.

Open Invoice Report

Commands Edit Modes Other Help

Pick Vendor ID From ACE001 Thru TIM001

Pick Invoices Due 12/21/2001

Take Discounts Due 12/31/2001

Print:

- ☒ Released Invoices
- ☐ Held Invoices
- ☐ Temporary Hold Invoices
- ☐ All Unpaid Invoices
- ☐ Prepaid Invoices
- ☐ Paid Invoices
- ☐ All Invoices

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OK Abandon

Inquiry

1. Enter the range of vendors whose open invoices you want to include in the report, or leave the boxes blank to include all vendors.
2. Enter the date before and through which you want to list invoices.
3. Enter the date on and after which you want to discount invoices.
4. Select the types of invoices you want to include in the report.

5. Select the output device. See “Output the Report” on page 1-76 for more information. After the report is produced, the **Management Reports** menu appears.

Open Invoices Report

10/14/2002 3:35 PM		Builders Supply Open Invoice Report All Invoices Due as of 10/01/2003						Page 1	
Vendor ID	Vendor Name	PO Number	Invoice Number	St 1099	Invoice Date	Due Date	Invoice Amt.	Discount Amt.	Net Amount

ACE001	ACE PLUMBING SUPPLY COMPANY		30901	H N	09/21/2003	09/30/2003	1923.96-	19.24-	1904.72-
Vendor ACE001 Current Balance		412018.87	VENDOR TOTAL				1923.96-	19.24-	1904.72-

TOTAL							1923.96-	19.24-	1904.72-
GRAND TOTAL							1923.96-	19.24-	1904.72-
=====									
End of Report									

Cash Flow Report

The Cash Flow Report shows the amount of cash you can expect to pay out within any three periods you specify. This information can help you project the cash position of your business and make sound payment decisions.

Select **Cash Flow Report** from the **Management Reports** menu. The Cash Flow Report screen appears.

Cash Flow Report

Commands Edit Modes Other Help

Pick Vendor ID From ACE001 Thru TIM001

Enter Three Dates in increasing order for Aging Periods

01/01/2001
10/10/2001
11/10/2001

Print By:

☐ Released Invoices
☐ Held Invoices
☐ Temporary Hold Invoices
☒ All Invoices

Display:

Gross Due ☒
Discounts ☒

Company H 08/26/2002 Terminal T000 QVR

Inquiry

1. Enter the range of vendors you want to include in the report, or leave the fields blank to include all vendors.
2. Select the types of invoices you want to include in the report, or leave the fields blank to include all invoices.
3. Enter three dates to establish aging periods. Enter the dates in chronological order, the earliest date first.

4. If you want gross amounts due and discounts in the report, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode).
5. Select the output device. See "Output the Report" on page 1-76 for more information. After the report is produced, the **Management Reports** menu appears.

Cash Flow Report

04/14/2002 3:39 PM		Builders Supply Cash Flow Report All Invoices				Page 1		
Vendor Vendor Name		Inv. No. St. Inv. Date Due Date		01/01/2001	10/10/2001	11/10/2001	Beyond	Total

ACE001	ACE PLUMBING SUPPLY COMPANY							
24920	H	08/12/2001	08/22/2001		71406.90			71406.90
				Gross Due	714.07			714.07
30072		11/04/2001	11/14/2001				114060.18	114060.18
				Discount			1140.60	1140.60
30820	H	12/09/2001	12/19/2001				212077.98	212077.98
				Gross Due			2120.78	2120.78
30896	H	12/21/2001	12/31/2001				16397.77	16397.77
				Discount			163.98	163.98
30901	H	12/21/2001	12/31/2001		1923.96-			1923.96-
				Discount	19.24-			19.24-
				VENDOR TOTAL	1923.96-	71406.90	.00	342535.93
				VENDOR TOTAL	19.24-	714.07	.00	3425.36

CLE001	CLEVELAND INTERIORS, INC.							
3711		10/05/2000	10/15/2000			61200.00		61200.00
				Gross Due		1224.00		1224.00
3711		10/05/2000	12/15/2000				111413.26	111413.26
				Discount			2228.27	2228.27
3855	H	12/11/2000	12/21/2000				27295.48	27295.48
				Gross Due			545.91	545.91
				Discount				
				VENDOR TOTAL	.00	.00	61200.00	138708.74
				VENDOR TOTAL	.00	.00	1224.00	2774.18

				GRAND TOTAL	1923.96-	71406.90	61200.00	498749.51
				GRAND TOTAL	19.24-	714.07	1224.00	6199.54

End of Report								

Aged Trial Balance

The Aged Trial Balance report shows the invoice balances broken down into five aging periods. The detail report shows full detail for all invoices; the summary report shows only the aging period totals.

If you do not do periodic maintenance before you enter activity for a new month, the CURRENT columns in the report show activity for the current month and all the months you did not do periodic maintenance.

Select **Aged Trial Balance** from the **Management Reports** menu. The Aged Trial Balance screen appears.

Aging Breaks:		Days	Date
Current	---		08/26/2002
Past Due 1	30		07/27/2002
Past Due 2	60		06/27/2002
Past Due 3	90		05/28/2002
Past Due 4	120		04/28/2002

1. Enter the range of vendors, vendor classes, and vendor payment priorities you want to include in the report, or leave the fields blank to include all.
2. Enter the range of distribution codes you want to include in the report.

-
3. Accept the default aging date, or enter a different date to use as a starting point for aging the invoices.
 4. Specify the point at which you want to cut off invoices on the report.
 - Select **Date** from the list box and accept the default cutoff date, or enter a different cutoff date. Invoices dated later than this do not appear in the report.
 - Select **Period** from the list box and enter the GL period and year. Invoices with a period after this one do not appear in the report.
 5. Aging breaks define aging buckets, or invoice categories with a particular aging status. Accept the default dates, or enter different ones.
 6. Select the kind of date by which you want to age invoices.
 7. Select the order in which you want to print the report.
 8. If you want to include vendors with a balance of zero, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N**).
 9. If you want to include only vendors whose balance is past due, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N**).
 10. If you want to list line-item transactions associated with each vendor, select the check box (or enter **Y** in text mode). If you want to list only totals associated with each vendor, clear the check box (or enter **N** in text mode).
 11. If you want information about each vendor to appear on a different page, select the check box (or enter **Y** in text mode). If you want the information produced in a continuous flow, clear the check box (or enter **N** in text mode). This option is available only if you have more than one page of data.
 12. If you want to add and include each invoice as a total, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode). This option is available only if you elected to include line-item transactions associated with each vendor.
 13. Select the output device. See “Output the Report” on page 1-76 for more information. After the report prints, the **Management Reports** menu appears.

Aged Trial Balance

12/24/2002 9:01 PM		Builders Supply Accounts Payable Detail Aged Trial Balance Aged By Invoice Date Sorted By Vendor ID Aging Date: 12/24/2002						Page 1	
Invoice	St.	Inv. Date	Amount	Current	31-60	61-90	91-120	over 120	Future

ACE001	ACE	PLUMBING SUPPLY COMPANY	(309)555-5321		Class PROD	Distribution 01	Vendor Priority 0		
24920	H	08/12/2002	71406.90					71406.90	
30072		11/04/2002	114060.18		114060.18				
30820	H	12/09/2002	212077.98	212077.98					

VENDOR ACE001 TOTAL			397545.06	212077.98	114060.18	.00	.00	71406.90	.00

ATT001	ATLANTIS	TELEPHONE CO.	(800)458-8585		Class UTIL	Distribution 01	Vendor Priority 1		
1712508		11/15/2002	212.00		212.00				
1712693		12/15/2002	212.00	212.00					

VENDOR ATT001 TOTAL			424.00	212.00	212.00	.00	.00	.00	.00

BOR001	BORIS	CONSTRUCTION COMPANY	(612)458-2423		Class PROD	Distribution 01	Vendor Priority 0		
1208		11/17/2002	17080.84		17080.84				

CLE001	CLEVELAND	INTERIORS, INC.	(800)846-0333		Class PROD	Distribution 01	Vendor Priority 0		
3711		10/05/2002	61200.00			61200.00			
3711		10/05/2002	111413.26			111413.26			
3855	H	12/11/2002	27295.48	27295.48					

VENDOR CLE001 TOTAL			199908.74	27295.48	.00	172613.26	.00	.00	.00

GRAND TOTAL			614958.64	239585.46	131353.02	172613.26	.00	71406.90	.00
=====									
End of Report									

Vendor Analysis Report

The **Vendor Analysis Report** shows the balances and cumulative purchases for the vendors you specify, and it summarizes the purchasing activity for those vendors.

Select **Vendor Analysis Report** from the **Management Reports** menu. The Vendor Analysis Report screen appears.

Vendor Analysis Report

Commands Edit Modes Other Help

Pick Vendor ID From ACE001 Thru TIM001

Select:

Period to Date History? ☒

Quarter to Date History? ☒

Year to Date History? ☒

Last Year History? ☒

Print Addresses? ☒

Company H 08/26/2002 Terminal T000 DVR

Inquiry

1. Enter the range of vendors you want to include in the report, or leave the fields blank to include all vendors.
2. If you want the report to include history for the past period to date, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N**).

3. If you want the report to include history for the past quarter-to-date, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode). If you include history for the past quarter, but not for the past period, the period is included in the quarter-to-date total, but is not listed separately.
4. If you want the report to include history for the past year-to-date, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode). If you include history for the past year, but not for the past quarter or period, that information is included in the year-to-date total, but is not listed separately.
5. If you want the report to include history for last year, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode). This data has no connection with data from the previous three selections.
6. If you want the addresses of each vendor to appear with the vendor, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode).
7. Select the output device. See “Output the Report” on page 1-76 for more information. After the report is produced, the **Management Reports** menu appears.

Vendor Analysis Report

04/14/2002 4:00 PM		Builders Supply Vendor Analysis Report							Page 1
Vendor ID	Vendor Name	---Terms---	Balance Due	Last Purch.					
Phone	Address	% Days	Prepaid	Last Paymnt.		Purchases	Payments	Disc. Taker	
Fax									

ACE001	ACE PLUMBING SUPPLY COMPA	1.0 10	412018.87	03/21/2002 PTD		226551.79	.00	.00	
(309)555-5321	6769 GOLDEN GATE DRIVE		.00	03/27/2002 QTD		340611.97	.00	.00	
(309)555-5488	SAN FRANCISCO, CA 35454-5548			YTD		825438.71	432994.13	428.44	
				L/Y		712995.11	688518.85	4473.53	
ATT001	ATLANTIS TELEPHONE CO.	0.0 10	424.00	02/15/2002 PTD		212.00	.00	.00	
(800)458-8585	49838 65 ST N. SUITE 498		.00	02/27/2002 QTD		636.00	424.00	.00	
(800)458-9393	MINNEAPOLIS, MN 49848-3939			YTD		2332.00	1908.00	.00	
				L/Y		636.00	636.00	.00	

TOTAL			412442.87	PTD		226763.79	.00	.00	
			.00	QTD		341247.97	424.00	.00	
				YTD		827770.71	434902.13	428.44	
				L/Y		713631.11	689154.85	4473.53	

End of Report]									

Sales Tax Report

The **Sales Tax Report** shows the amount of taxes paid on both sales and purchases after posting.

Select **Sales Tax Report** from the **Management Reports** menu. The Sales Tax Report screen appears

OK Abandon

Pick Tax Authority From CA
Thru MN
Tax Location From
Thru

Print By:
☒ Tax Location
☐ Tax Authority

Print:
Sales ☒
Purchases ☒
Zero Balance Tax Classes ☐

Company H 10/24/2000 Terminal T000 DVR

Inquiry

1. Enter the range of tax authorities you want to include in the report, or leave the fields blank to include all.
2. Enter the range of tax locations you want to include in the report, or leave the fields blank to include all.
3. Select the order in which you want to print the report.
4. If you want taxes for sales, purchases, or both in the report, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
5. If you want tax classes with no balances included in the report, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N**).

6. Select the output device. See “Output the Report” on page 1-76 for more information. After the report prints, the **Management Reports** menu appears.

Sales Tax Report

10/24/2002 9:13 PM				Builders Supply Sales Tax Report By Tax Location				Page 1	
Tax Loc Name		Level	Tax Auth.	Tax ID	General Ledger Tax Liability	Accounts Refundable	---	Tax on	---
CA California Sales Tax		1	CA	45-983459823	203800	203800	NO	NO	Misc.
Tax Description Sales Tax Class Exp. Acct. Purch Tax Ref. Tax		Taxable		Nontaxable	Tax	Calculated	Over/Short	Refundable	
00 Consumer Goods 4.000 Sales 806000 4.000 .000 Purch		2326.14 .00		46522.97 .00	93.04 .00	93.05 .00	.01- .00	.00	
TOTAL FOR LOCATION CA		Sales Purch		2326.14 .00	46522.97 .00	93.04 .00	93.05 .00	.01- .00	.00
Tax Loc Name		Level	Tax Auth.	Tax ID	General Ledger Tax Liability	Accounts Refundable	---	Tax on	---
MD Maryland Sales Tax		1	MD	837461872341	203800	203800	NO	NO	Misc.
Tax Description Sales Tax Class Exp. Acct. Purch Tax Ref. Tax		Taxable		Nontaxable	Tax	Calculated	Over/Short	Refundable	
00 Consumer Goods 5.000 Sales 806000 5.000 .000 Purch		2574.22 .00		39177.17 .00	128.74 .00	128.71 .00	.03 .00	.00	
TOTAL FOR LOCATION MD		Sales Purch		2574.22 .00	39177.17 .00	128.74 .00	128.71 .00	.03 .00	.00
GRAND TOTAL		Sales Purch		4900.36 .00	85700.14 .00	221.78 .00	221.76 .00	.02 .00	.00
End of report]									

History Reports

8

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Vendor Activity Report	8-23
Vendor Purchase History Report	8-27

AP Analysis Report

The AP Analysis Report provides an analysis of your company's payables. The report has three parts. Each part compares the payables of a period you specify with those of a previous period, the previous three periods, and the same period of the previous year.

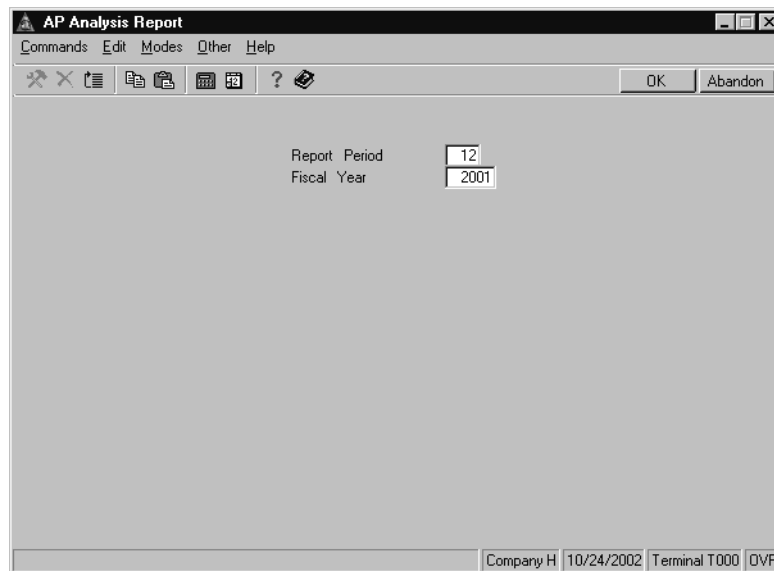
The first section of the report shows the total purchases and the outstanding payables. The second section shows the total payments, the amounts that were prepaid and paid on account, and the amounts that were eligible and ineligible for a discount. The third section shows the total discount amounts that were available, taken, and lost.

The system reads backwards through the **APHSxxx** (Summary History) file to find data for the previous periods. If you did not do period-end maintenance for a period, the data will be inaccurate for that period.

You cannot produce the report if you did not elect to keep summary history in the Resource Manager **Options and Interfaces** function, if the reporting period you specify has no summary history, or if you did not build the **APPDxxx** table.

AP Analysis Report Screen

Select **AP Analysis Report** from the **History Reports** menu. The AP Analysis Report screen appears.



1. Accept the current period that is displayed from the **APPDxxx** table, or enter a different period.

If the reporting period you specify has no summary history, the following message appears: **Warning: Summary history is not available for all comparisons.** If this message appears, you can still produce the report, but **.00*** appears where summary history is not available.

2. Press **Enter** to show data for the current fiscal year that appears from the **APPDxxx** table, or enter a different fiscal year.
3. Select the output device.

After you produce the report, the **History Reports** menu appears.

AP Analysis Report

10/24/2002 4:06 PM			Builders Supply AP Analysis Report For Period 12/2001						Page 1		
Accounts Payable											
--- Current Period ---			----- 3-Period Average -----			----- Prior Period -----			--- Same Period Last Year ---		
	Amount	%Purch.	Amount	%Purch.	%Curr.	Amount	%Purch.	%Curr.	Amount	%Purch.	%Curr.

Total Purchases	142050.62	100.00	245242.21	100.00	172.64	291537.86	100.00	205.24	476020.54	100.00	335.11
Accounts Payable	142050.62	100.00	392870.53	160.20	276.57	663015.92	227.42	466.75	365099.43	76.70	257.02

Payments											
iod	----- 3-Period Average -----		----- Prior Period -----		----- Same Period Last Year -----						
	Amount	%Avail. %Elig.	Amount	%Avail. %Elig.	%Curr.	Amount	%Avail. %Elig.	%Curr.	Amount	%Avail. %Elig.	%Curr.

Disc Available	.00	.00 .00	14.13	100.00 2.00	.00	21.20	100.00 2.00	.00	5494.49	100.00 1.18	.00
Disc Taken	.00	.00 .00	.00	.00 .00	.00	.00	.00 .00	.00	5479.97	99.74 1.17	.00
Disc Lost	.00	.00 .00	14.13	100.00 2.00	.00	21.20	100.00 2.00	.00	14.52	.26 .00	.00

End of Report]											

Purchase Analysis Report

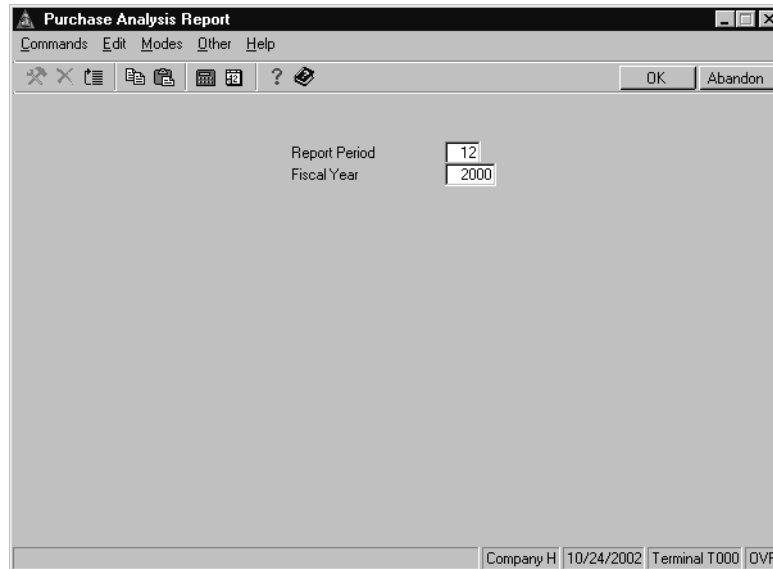
The Purchase Analysis Report provides an analysis of your company's purchases based on a reporting period you specify and of the last fiscal year's trends by period.

The report has two parts. The first part shows the current and previous year's purchases and discounts taken and lost for the reporting period, quarter, and year. The second part of the report shows the purchases and discounts taken and lost for the reporting period and the previous 12 periods.

You cannot produce the report if you did not elect to keep summary history in the Resource Manager **Options and Interfaces** function, if the reporting period you specify has no summary history, or if you did not build the **APPDxxx** table.

Purchase Analysis Report Screen

Select **Purchase Analysis Report** from the **History Reports** menu. The function screen appears.



1. Accept the current period taken from the **APPDxxx** table, or enter a different period.

If the reporting period you specify has no summary history, the following message appears: **Warning: Summary history is not available for this period.** If this message appears, you can still produce the report, but **.00*** appears where summary history is not available.

2. Accept the current fiscal year taken from the **APPDxxx** table, or enter a different year.
3. Select the output device. See “Output the Report” on page 1-76 for more information. After you produce the report, the **History Reports** menu appears.

Purchase Analysis Report

10/24/2002 4:08 PM		Builders Supply Purchase Analysis Report For Period 12/2000				Page 1
	Current Period	Current Year Quarter-to-Date	Year-to-Date	Current Period	Last Year Quarter-to-Date	Year-to-Date
Purchases	142050.62	735726.64	2845688.18	476020.54	907971.50	3439231.76 *
Discounts Taken	.00	.00	5837.92	5479.97	5479.97	25414.12 *
Discounts Lost	.00	42.40	14970.45	14.52	388.76	388.76 *
12-Month Trend						
	Purchases Amount	%Curr.	Discounts Taken Amount	%Curr.	Discounts Lost Amount	%Curr.
Current Period	142050.62	100.00	.00	.00	.00	.00
Back 1 Period	291537.86	205.24	.00	.00	21.20	.00
Back 2 Periods	302138.16	212.70	.00	.00	21.20	.00
Back 3 Periods	152237.75	107.17	.00	.00	.00	.00
Back 4 Periods	72413.90	50.98	.00	.00	.00	.00
Back 5 Periods	1007.00	.71	2757.36	.00	.00	.00
Back 6 Periods	266522.69	187.63	.00	.00	13.86	.00
Back 7 Periods	93503.77	65.82	.00	.00	4961.13	.00
Back 8 Periods	744631.13	524.20	277.74	.00	5097.36	.00
Back 9 Periods	593418.21	417.75	802.82	.00	2854.72	.00
Back 10 Periods	305775.04	215.26	.00	.00	312.24	.00
Back 11 Periods	67459.59	47.49	2000.00	.00	1688.74	.00
Back 12 Periods	476020.54	335.11	5479.97	.00	14.52	.00
End of Report						

Check History Report

The Check History Report is a log of all the checks in the **APCHxxx** (Checks) file.

You cannot produce the report if you did not elect to keep check history in the Resource Manager **Options and Interfaces** function.

Select **Check History Report** from the **History Reports** menu. The Check History Report screen appears.

Check History Report

Commands Edit Modes Other Help

OK Abandon

Check No From 1001 Thru 1006

Date From 01/01/2000 Thru 12/31/2000

Vendor ID From ACE001 Thru TIM001

GL Account From Thru

Print Type:

☐ Checks

☐ Voids

☒ Both

Print By:

☒ GL Account

☐ Check Number

☐ Vendor ID

Company H 10/24/2002 Terminal T000 QVR

Inquiry

1. Enter the range of checks you want to include in the report.
2. Enter the range of dates associated with the check numbers you want to include in the report.
3. Enter the range of vendors associated with the checks you want to include in the report.

Inquiry

4. Enter the range of general ledger accounts associated with the checks you want to include in the report. (The **Inquiry** command is available if Accounts Payable interface with General Ledger.)
5. Select the order in which you want to print the report.
6. Select the type of checks to include in the report. You can include only checks, only void checks, or both checks and void checks.
7. Select the output device. See "Output the Report" on page 1-76 for more information. After you produce the report, the **History Reports** menu appears.

Check History Report

10/24/2002 4:16 PM		Builders Supply Check History Report Printed by GL Account					Page 1
Check No.	Check Date	void?	Vendor	Pay-to Name	GL Account	Check Type	Check Amt.
0001001	12/01/2001	NO	ACE001	ACE PLUMBING SUPPLY COMPANY	100000	Released	114060.18
0001002	12/01/2001	NO	ATT001	ATLANTIS TELEPHONE CO.	100000	Released	212.00
0001003	12/01/2001	NO	CLE001	CLEVELAND INTERIORS, INC.	100000	Released	61200.00
0001004	12/01/2001	NO	EDD001	EDDY APPLIANCE CO.	100000	Released	1060.00
0001005	12/01/2001	NO	HEN001	HENNEPIN MUNICIPAL UTILITIES	100000	Released	530.00
0001006	12/01/2001	NO	JOH001	JOHNSON DOOR COMPANY, INC.	100000	Released	1166.53
0001007	12/01/2001	NO	MIN001	MINNEAPOLIS WATER DEPARTMENT	100000	Released	53.00
0001008	12/01/2001	NO	THO001	THOMPSON HEATING &	100000	Released	127457.90
Total for GL Account 100000							305739.61
GRAND TOTAL							305739.61
* Gap in sequence							

Detail History Report

The Detail History Report, which you can print in either detailed or summary format, contains information from the **APHIxxx** (Detail History) file. You can use it to review the purchases and returns you made and miscellaneous debits and material requisitions.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager **Options and Interfaces** function.

Select **Detail History Report** from the **History Reports** menu. The Vendor Detail History Report screen appears.

Vendor Detail History Report

Commands Edit Modes Other Inventory Lookups Help

OK Abandon

Pick Vendor ID From: ACE001 Thru: ACE001

Location ID From: MN0001 Thru: MN0001

Invoice No From: 00000001 Thru: 99999999

Job ID From: Thru:

Date From: 01/01/2000 Thru: 12/31/2000

GL Account From: Thru:

Item ID From: 100 Thru: 599

GL Period From: 1 Thru: 12

Print By:

- ☒ Vendor ID
- ☐ Invoice No
- ☐ Item ID
- ☐ Location ID
- ☐ Job ID
- ☐ GL Account
- ☐ GL Period
- ☐ PO Number

Print Type:

- ☒ Detail
- ☐ Summary

Print For:

- ☒ Base Units
- ☐ Purchase Units

Print Additional Descriptions? ☒

Company H 10/24/2002 Terminal T000 OVR

Inquiry

1. Enter the range of vendors you want to include in the report, or leave the fields blank to include all vendors.

-
2. Enter the range of invoice numbers you want to include in the report, or leave the fields blank to include all invoice numbers.
 3. Enter the range of dates, item IDs, and location IDs associated with the vendors' invoices you want to include in the report, or leave the fields blank to include all.
 4. Enter the range of job IDs associated with the vendors' invoices you want to include in the report. (The **Inquiry** command is available if Accounts Payable interfaces with Job Cost.)
 5. Enter the range of general ledger accounts associated with the vendor's invoices you want to include in the report. (The **Inquiry** command is available if Accounts Payable interfaces with General Ledger.)
 6. Enter the range of general ledger periods whose history you want in the report.
 7. Select the order in which you want to print the report.
 8. Select the level of detail you want in the report.
 9. Select the type of units you want printed in the report.

If Accounts Payable interfaces with Inventory, the base unit may be the smallest unit the item is priced by; for example, computer diskettes might be priced by the individual diskette even though they are packaged in boxes of 100.

10. Specify whether you want to print additional descriptions. This option is available only if you elected to use additional descriptions in the Resource Manager **Options and Interfaces** function.
11. Select the output device. See "Output the Report" on page 1-76 for more information. After you produce the report, the **History Reports** menu appears.

Detail History Report

10/24/2002 4:17 PM		Builders Supply Vendor Detail History Report Detail by Vendor ID							Page 1	
Vendor ID Name	Invoice Date	P.O.	GL Period GL Account	Job Phase	Cost Code	Loc. ID, Item ID Description	Units	Quantity Unit Cost	Ext. Cost	

VENDOR	ATT001	ATLANTIS TELEPHONE CO.								
ATT001	1710486	10/15/1999	14019038	10		MN0001 Telephone Expense	EA	1.0000	200.00	
				533001				200.0000		
ATT001	1710625	11/15/1999	14019052	11		MN0001 Telephone Expense	EA	2.0000	400.00	
				533001				200.0000		
ATT001	1710989	01/15/2000	14019065	01		MN0001 Telephone Expense	EA	1.0000	200.00	
				533001				200.0000		
ATT001	1711101	02/15/2000	14019074	02		MN0001 Telephone Expense	EA	1.0000	200.00	
				533001				200.0000		
ATT001	1711284	03/15/2000	14019081	03		MN0001 Telephone Expense	EA	1.0000	200.00	
				533001				200.0000		
ATT001	1711406	04/15/2000	14019088	04		MN0001 Telephone Expense	EA	1.0000	200.00	
				533001				200.0000		
ATT001	1711672	06/15/2000	14019096	06		MN0001 Telephone Expense	EA	1.0000	200.00	
				533001				200.0000		
ATT001	1711807	07/15/2000	14019101	07		MN0001 Telephone Expense	EA	1.0000	200.00	
				533001				200.0000		
ATT001	1711999	08/15/2000	14019106	08		MN0001 Telephone Expense	EA	1.0000	200.00	
				533001				200.0000		
ATT001	1712141	09/15/2000	14019112	09		MN0001 Telephone Expense	EA	1.0000	200.00	
				533001				200.0000		

10/24/2002 4:17 PM		Builders Supply Vendor Detail History Report Detail by Vendor ID							Page 4	
Vendor ID Name	Invoice Date	P.O.	GL Period GL Account	Job Phase	Cost Code	Loc. ID, Item ID Description	Units	Quantity Unit Cost	Ext. Cost	

ATT001	1712371	10/15/2000	14019120	10		MN0001 Telephone Expense	EA	1.0000	200.00	
				533001				200.0000		
ATT001	1712508	11/15/2000	14019131	11		MN0001 Telephone Expense	EA	1.0000	200.00	
				533001				200.0000		
ATT001	1712693	12/15/2000	14019142	12		MN0001 Telephone Expense	EA	1.0000	200.00	
				533001				200.0000		
VENDOR ATT001 TOTAL								14.0000	2800.00	
GRAND TOTAL								=====		
End of Report]								1454152.63		

Payment History Report

The Payment History Report lists paid invoices, check numbers, check dates, voided check information, and payment types. This information comes from the transactions that were posted to the **APHIxxx** (Detail History) file.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager **Options and Interfaces** function.

Select **Payment History Report** from the **History Reports** menu. The Payment History Report screen appears.

Payment History Report

Commands Edit Modes Other Help

OK Abandon

Pick Vendor ID From ACE001 Thru TIM001

Invoice No From Thru

Date From 01/01/2000 Thru 12/31/2000

Check No From Thru

Print By:

☒ Vendor ID
☐ Invoice No
☐ Check No

Print Type:

☒ Detail
☐ Summary

Company H 10/24/2002 Terminal T000 QVR

Inquiry

1. Enter the range of vendors you want to include in the report, or leave the fields blank to include all vendors.
2. Enter the invoice numbers you want to include in the report, or leave the fields blank to include all invoice numbers.

Payment History Report

History Reports

3. Enter the range of dates and check numbers associated with the vendors' invoices you want to include in the report, or leave the fields blank to include all.
4. Select the order in which you want to print the report.
5. Select the amount of detail you want in the report.
6. Select the output device. See "Output the Report" on page 1-76 for more information. After you produce the report, the **History Reports** menu appears.

Payment History Report

10/24/2002 4:19 PM				Builders Supply Payment History Report Detail by Vendor ID			Page 1		
Vendor ID	Vendor Name	Check Number	Check Date	Invoice Number	Invoice Date	Gross Amount	Deductions	Net Paid	Payment Type
ACE001	ACE PLUMBING SUPPLY COMPANY	0000001	08/27/2000	12905	07/14/1999	110104.32	1101.04	109003.28	
ACE001	ACE PLUMBING SUPPLY COMPANY	0000001	08/27/2000	12985	07/09/1999	140392.23	.00	140392.23	
ACE001	ACE PLUMBING SUPPLY COMPANY	0000001	08/27/2000	13108	07/14/1999	267383.94	2673.84	264710.10	
ACE001	ACE PLUMBING SUPPLY COMPANY	0000001	08/27/2000	13298	07/11/1999	23900.03	.00	23900.03	
ACE001	ACE PLUMBING SUPPLY COMPANY	0000001	08/27/2000	13299	07/08/1999	42470.81	.00	42470.81	
ACE001	ACE PLUMBING SUPPLY COMPANY	0012036	10/27/2000	14211	09/22/1999	37423.51	.00	37423.51	
ACE001	ACE PLUMBING SUPPLY COMPANY	0012049	12/27/2000	14388	10/09/1999	1452.41	.00	1452.41	
ACE001	ACE PLUMBING SUPPLY COMPANY	0012049	12/27/2000	15200	11/05/1999	69865.13	698.65	69166.48	
ACE001	ACE PLUMBING SUPPLY COMPANY	0012086	01/27/2001	15701	12/11/1999	20002.73	.00	20002.73	
ACE001	ACE PLUMBING SUPPLY COMPANY	0012123	03/27/2001	16988	02/17/2000	114748.39	.00	114748.39	
ACE001	ACE PLUMBING SUPPLY COMPANY	0012123	03/27/2001	17044	02/11/2000	21163.88	.00	21163.88	
ACE001	ACE PLUMBING SUPPLY COMPANY	0012147	04/27/2001	18911	03/11/2000	309735.71	.00	309735.71	
ACE001	ACE PLUMBING SUPPLY COMPANY	0012208	05/27/2001	19021	04/06/2000	19124.73	.00	19124.73	
ACE001	ACE PLUMBING SUPPLY COMPANY	CASH	07/27/2001	20342	05/24/2000	-94197.01	.00	-94197.01	PREPAID
ACE001	ACE PLUMBING SUPPLY COMPANY	0012321	07/27/2001	22110	06/01/2000	42844.14	428.44	42415.70	
VENDOR ACE001 TOTALS						1126414.95	4901.97	1121512.98	
GRAND TOTAL						1126414.95	4901.97	1121512.98	
End of Report									

Tax Audit Report

The Tax Audit Report shows the tax and refundable amounts allocated to five tax levels. This information comes from the transactions posted to the **APHIxxx** (Detail History) file.

Produce this report before you delete records or purge history.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager **Options and Interfaces** function.

Select **Tax Audit Report** from the **History Reports** menu. The Tax Audit Report screen appears.

Pick Tax Group From CA Thru MN
Vendor ID From Thru
Invoice Date From 01/01/2000 Thru 12/31/2000

Company H 10/24/2002 Terminal T000 OVR

Inquiry

1. Enter the range of tax groups and vendors you want to include in the report, or leave the field blank to include all.
2. Enter the range of invoice dates you want to include in the report, or leave the fields blank to include all invoice dates.

3. Select the output device. See "Output the Report" on page 1-76 for more information. After you produce the report, the **History Reports** menu appears.

Tax Audit Report

10/24/2002 4:20 PM			Builders Supply Tax Audit Report					Page 1	
Invoice Date	Invoice Number	Vendor ID	Invoice Subtotal	Level 1 Tax Level 1 Ref.	Level 2 Tax Level 2 Ref.	Level 3 Tax Level 3 Ref.	Level 4 Tax Level 4 Ref.	Level 5 Tax Level 5 Ref.	
Tax Group CA				CA					
12/21/2000	30896	ACE001	15469.59	928.18	.00	.00	.00	.00	
12/21/2000	30901	ACE001	1815.06-	108.90-	.00	.00	.00	.00	
12/21/2000	41067	TIM001	8920.55	535.25	.00	.00	.00	.00	
12/21/2000	57001	ELL001	1740.29	104.42	.00	.00	.00	.00	
Tax Group CA TOTAL			24315.37	1458.95	.00	.00	.00	.00	
Tax Group CAR				CAR					
07/03/1999	1705	THO001	125326.00	7519.56	.00	.00	.00	.00	
07/03/1999	24760	TIM001	98706.26	5922.38	.00	.00	.00	.00	
07/04/1999	40812	ELL001	50449.80	3026.99	.00	.00	.00	.00	
07/05/1999	171283	MIL001	145420.80	8725.25	.00	.00	.00	.00	
09/22/1999	14211	ACE001	35305.20	2118.31	.00	.00	.00	.00	
09/25/1999	39100	JOH001	251547.05	15092.82	.00	.00	.00	.00	
10/05/1999	7474785	PLA001	87456.00	5247.36	.00	.00	.00	.00	
10/09/1999	14388	ACE001	1370.20	82.21	.00	.00	.00	.00	
10/15/1999	1710486	ATT001	200.00	12.00	.00	.00	.00	.00	
10/15/1999	201	MIN001	50.00	3.00	.00	.00	.00	.00	
10/15/1999	90008472	TEL001	200.00	12.00	.00	.00	.00	.00	
10/15/1999	94721304	HEN001	500.00	30.00	.00	.00	.00	.00	
11/01/1999	301	BOR001	73863.20	4431.80	.00	.00	.00	.00	
11/01/1999	7475103	PLA001	22895.40	1373.71	.00	.00	.00	.00	
11/05/1999	15200	ACE001	65910.49	3954.64	.00	.00	.00	.00	
11/06/1999	31171	TIM001	130664.56	7839.88	.00	.00	.00	.00	
11/08/1999	1450	CLE001	104642.55-	6278.56-	.00	.00	.00	.00	
11/10/1999	41972	ELL001	42625.11	2557.51	.00	.00	.00	.00	
11/15/1999	1710625	ATT001	400.00	24.00	.00	.00	.00	.00	
11/15/1999	2041	MIN001	100.00	6.00	.00	.00	.00	.00	
11/15/1999	328	BOR001	12534.50	752.07	.00	.00	.00	.00	
11/15/1999	42884	JOH001	14571.30	874.27	.00	.00	.00	.00	
11/15/1999	90008610	TEL001	400.00	24.00	.00	.00	.00	.00	
Tax Audit Report									
Invoice Date	Invoice Number	Vendor ID	Invoice Subtotal	Level 1 Tax Level 1 Ref.	Level 2 Tax Level 2 Ref.	Level 3 Tax Level 3 Ref.	Level 4 Tax Level 4 Ref.	Level 5 Tax Level 5 Ref.	
GRAND TOTALS			5929192.38	355727.56	.00	.00	.00	.00	

Summary Invoice History Report

The Summary Invoice History Report summarizes invoice line-item detail history. This information comes from the transactions that were posted to the **APHIxxx** (Detail History) file.

Produce this report before you delete records or purge history.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager **Options and Interfaces** function.

Select **Summary Invoice History Report** from the **History Reports** menu. The Summary Invoice History Report screen appears.

Summary Invoice History Report

Commands Edit Modes Other Help

OK Abandon

Pick Vendor ID From: ACE001 Thru: EDD001

Invoice No From: 20000001 Thru: 29999999

Invoice Date From: 10/01/2000 Thru: 12/31/2000

Company H 10/24/2002 Terminal T000 OVR

Inquiry

1. Enter the range of vendors you want to include in the report, or leave the fields blank to include all vendors.
2. Enter the range of invoice numbers you want to include in the report, or leave the fields blank to include all vendors.

3. Enter the range of dates associated with the vendors' invoices you want to include in the report, or leave the fields blank to include all dates.
4. Select the output device. See "Output the Report" on page 1-76 for more information. After you produce the report, the **History Reports** menu appears.

Summary Invoice History Report

10/24/2002 4:22 PM		Builders Supply Summary Invoice History Report							Page 1	
Vendor Invoice	Inv. Date	PO No.	Per.	Tran.	Type	Subtotal	Sales Tax	Freight	Miscellaneous	Total
ACE001 12905	07/14/1999	14019014	07		Invoice	103872.00	6232.32	.00	.00	110104.32
ACE001 12985	07/09/1999	14019016	07		Invoice	132445.50	7946.73	.00	.00	140392.23
ACE001 13108	07/14/1999	14019022	07		Invoice	252249.00	15134.94	.00	.00	267383.94
ACE001 13298	07/11/1999	14019025	07		Invoice	22547.20	1352.83	.00	.00	23900.03
ACE001 13299	07/08/1999	14019026	07		Invoice	40066.80	2404.01	.00	.00	42470.81
ACE001 14211	09/23/1999	14019033	09		Invoice	35305.20	2118.31	.00	.00	37423.51
ACE001 14388	10/09/1999	14019037	10		Invoice	1370.20	82.21	.00	.00	1452.41
ACE001 15200	11/05/1999	14019042	11		Invoice	65910.49	3954.64	.00	.00	69865.13
ACE001 15701	12/11/1999	14019061	12		Invoice	18870.50	1132.23	.00	.00	20002.73
ACE001 16988	02/17/2000	14019070	02		Invoice	108253.20	6495.19	.00	.00	114748.39
ACE001 17044	02/11/2000	14019072	02		Invoice	19965.92	1197.96	.00	.00	21163.88
ACE001 18911	03/11/2000	14019078	03		Invoice	292203.50	17532.21	.00	.00	309735.71
ACE001 19021	04/06/2000	14019086	04		Invoice	18042.20	1082.53	.00	.00	19124.73
ACE001 20342	05/24/2000	14019092	05		Invoice	88865.10	5331.91	.00	.00	94197.01
ACE001 22110	06/01/2000	14019094	06		Invoice	40419.00	2425.14	.00	.00	42844.14
ACE001 24920	08/12/2000	14019105	08		Invoice	67365.00	4041.90	.00	.00	71406.90
ACE001 30072	11/04/2000	14019125	11		Invoice	107603.94	6456.24	.00	.00	114060.18
ACE001 30820	12/09/2000	14019140	12		Invoice	200073.35	12004.43	.00	.00	212077.78
ACE001 30896	12/21/2000		12		Invoice	15469.59	928.18	.00	.00	16397.77
ACE001 30901	12/21/2000		12		Debit Memo	1815.06	108.90	.00	.00	1923.96
Vendor ACE001 ACE PLUMBING SUPPLY COMPANY					TOTAL	1451352.63	87081.19	.00	.00	1538433.82
GRAND TOTALS						1451352.63	87081.19	.00	.00	1538433.82

Vendor Activity Report

The Vendor Activity Report shows what you bought, who sold it to you, and how often you bought it. This information comes from the transactions that were posted to the **APHIxxx** (Detail History) file.

Produce an audit copy of this report before you delete records or purge history.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager **Options and Interfaces** function.

Select **Vendor Activity Report** from the **History Reports** menu. This screen appears.

Vendor Activity Report

Commands Edit Modes Other Help

OK Abandon

Pick Vendor ID From: ACE001 Thru: ATT001

Invoice No From: 20000001 Thru: 29999999

Date From: 10/01/2000 Thru: 12/31/2000

Print By:

☒ Vendor ID ☐ Invoice No

Print Type:

☒ Detail ☐ Summary

Print Additional Descriptions? ☒

Company H 10/24/2002 Terminal T000 OVR

Inquiry

1. Enter the range of vendors you want to include in the report, or leave the fields blank to include all vendors.

-
2. Enter the range of invoice numbers you want to include in the report, or leave the fields blank to include all invoice numbers.
 3. Enter the range of dates associated with the vendors' invoices you want to include in the report, or leave the fields blank to include all dates.
 4. Select the order in which you want to organize the report.
 5. Select the amount of detail you want in the report.
 6. If you want the report to include additional descriptions, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode). This option is available only if you elected to use additional descriptions in the Resource Manager **Options and Interfaces** function.
 7. Select the output device. See "Output the Report" on page 1-76 for more information. After you produce the report, the **History Reports** menu appears.

Vendor Activity Report

10/24/2002 4:23 PM		Builders Supply Vendor Activity Report Detail by Vendor						Page 1			
Vendor Name	ID	Invoice Number	Invoice Date	Type							

ACE001		12905	07/14/2002	Invoice							
ACE PLUMBING SUPPLY COMPANY											
Invoice		P.O. Number	General Ledger Per. and Acct.	Job Phase	Cost Loc. ID, Item ID Code Description	Units	Quantity Unit Cost	Ext. Cost			

		14019014	07 104000		MN0001 100 Electrical Package	PKG	300.0000 346.2400	103872.00			

Subtotal		103872.00	Tax	6232.32	Freight	.00	Misc.	.00	Total	110104.32	

		Invoiced	Gross Paid	Deductions	Net Paid	Balance					

VENDOR ACE001 TOTAL		1538433.82	1126414.95	4901.97	1121512.98	412018.87					

		Invoiced	Gross Paid	Deductions	Net Paid	Balance					
=====											
GRAND TOTAL		1538433.82	1126414.95	4901.97	1121512.98	412018.87					
End of Report											

Vendor Purchase History Report

The Vendor Purchase History Report shows how much you have purchased from vendors. You can list only vendor purchase history, or you can include item detail. If you elect to include item detail, the report shows the quantities of each item purchased.

You cannot produce the report if you did not elect to keep summary history in the Resource Manager **Options and Interfaces** function, if the reporting period you specify has no summary history, or if you did not build the **APPDxxx** table.

Select **Vendor Purchase History Report** from the **History Reports** menu. The Vendor Purchase History Report screen appears.

Vendor Purchase History Report

Commands Edit Modes Other Help

OK Abandon

Pick Vendor ID From ACE001 Thru ACE001

Vendor Class From Thru

Print By:

☒ Vendor ID
☐ Vendor Name
☐ Vendor Class

Print Item Detail? ☒

Report Period 12
Fiscal Year 2000

Company H 10/24/2002 Terminal T000 QVR

Inquiry

1. Enter the range of vendors you want to include in the report, or leave the fields blank to include all vendors.

-
2. Enter the range of vendor classes you want to include in the report, or leave the fields blank to include all vendor classes.
 3. Select the order in which you want to print the report.
 4. If you want the report to list item history, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode).
 5. Press **Enter** to base the data in the report on the current period taken from the **APPDxxx** table, or enter a different period.
 6. Press **Enter** to base the data in the report on the current fiscal year taken from the **APPDxxx** table, or enter a different fiscal year.

After you produce the report, the **History Reports** menu appears.

Percent of the Total

The value in the **%Tot** column is the percentage of the value on the line to the next increment of measure.

The information on the vendor line is from the vendor record in the **APHSxxx** (Summary History) file for the specified period and year. The vendor line's **%Tot** value, which is also stored in this file, is calculated as the amount for the vendor divided by the total amount for the company.

The **%Tot** value listed for items or jobs is the amount of the item divided by the vendor's total amount.

The amounts on the **Grand Totals** lines are the sum total of the amounts printed in the report. The **%Tot** value is calculated as the **Grand Total** divided by the company total from the **APHSxxx** file for this period and year. The **%Tot** may be less than 100.00 if you produce this report for a range of vendor IDs or vendor classes.

Vendor Purchase History Report

12/24/2002 10:26 PM	Builders Supply Vendor Purchase History Report with Job and Item Detail for Period 12/2000 By Vendor ID			Page 1
Vendor ID Item ID	--Quantity Purchased--		-----Purchases-----	
	Quantity	UOM	Amount	%Tot.

ACE001 ACE PLUMBING SUPPLY COMPANY			212077.98	182.39
150	140.0000	PKG	127054.20	59.91
200100	15.0000	EA	5691.60	2.68
200200	15.0000	EA	3412.95	1.61
200300	15.0000	EA	6449.25	3.04
200400	15.0000	EA	1911.00	.90
200500	15.0000	EA	712.50	.34
200600	15.0000	EA	1127.25	.53
250	40.0000	CS	53714.80	25.33
TOTAL Items and Jobs			200073.55	94.34
			=====	
GRAND TOTALS - All Purchases			212077.98	182.39
- Items and Jobs			200073.55	172.07
End of Report				

Periodic Processing

9

1099 Forms	9-3
Periodic Maintenance	9-17
Purge Vendor Comments	9-21
Purge Selected Files	9-23

1099 Forms

When you enter a vendor record, you indicate whether you want to produce a 1099 form for the vendor. The 1099 form summarizes your payments to the vendor for the year.

Send a copy of the form to the vendor and the Internal Revenue Service. According to IRS regulations, you must apply for approval to file on magnetic media if you exceed a certain number of 1099 forms issued per year (check with your accountant or the IRS for the magnetic media filing requirements). After you get approval, send the 1099 information (which the Accounts Payable system can produce for you) on a diskette. You can get a circular containing procedure guidelines from the Internal Revenue Service.

You can use the 1099 payments year-to-date or the 1099 payments last-year amounts to prepare 1099 forms (see **1099 Forms Screen** below). If you have already transferred the 1099 year-to-date amounts to last year during periodic maintenance, use the last-year amounts; if not, use the current-year amounts.

Note

Unless your state revenue department accepts the federal magnetic media format, you cannot produce state magnetic media using this function. Check with your state revenue department or your accountant for more information.

1099 Forms Screen

Select **1099 Forms** from the **Periodic Processing** menu. The 1099 Forms screen appears.

1099 Forms

Commands Edit Modes Other Help

OK Abandon

Pick Vendor ID From Thru

Field Indicator From Thru

Print Type:

- ☐ Standard Forms
- ☐ Laser Forms
- ☒ Magnetic Media
- ☐ Worksheet

Print Using:

- ☒ Current Year 1099 Payments
- ☐ Last Year 1099 Payments

Federal Tax ID 469-78-3627

Payer's State Number MN 12-723422

Company H 08/27/2002 Terminal T000 QVR

Inquiry

1. Enter the range of vendors for whom you want to produce the forms.
2. Enter the field indicators to apply to the forms. The field indicator number corresponds to the amount boxes on the 1099-MISC form.
3. Select the type of 1099 forms or media you want to produce. You can produce standard forms, laser forms, magnetic media, or a worksheet.
4. Select the year that contains the 1099 information you want to use.

If you chose to produce magnetic media, use the **Proceed (OK)** command to complete this screen and then turn to **Magnetic Media** later in this section to continue.

-
5. Enter the company's federal and state tax IDs; the default data is taken from the **D1099xxx** table. You can enter information here only if you elected to print the 1099-MISC forms.

Note

The Output Device **File** option and **Magnetic Media** option are different options. They both send the information to a data file, but the **Magnetic Media** option sends the information into a template of specifications defined by the government. For example, the columns are a different width from what they are in a standard OSAS report.

If you elected to print standard or laser forms, put the forms in your printer. If you elected to print the 1099 Worksheet, use plain paper.

1. Select the output device.
2. To be sure that the 1099 forms are aligned, select **No** (enter **N** in text mode) to print a test pattern. Repeat the test pattern as often as necessary. (Before you can align the forms, you must elect to prompt for mounting forms and printing alignment marks using the Resource Manager **Form Codes** function.) When the forms are lined up, select **Yes** (enter **Y** in text mode) to print the forms.

After the forms or the 1099 Worksheet is produced, the **Periodic Processing** menu appears.

1099 Worksheet

06/01/2003 1:13 PM		Builders Supply 1099 worksheet		Page	1
Vendor ID	Vendor Name	Form Recipient Code ID	Field Indicator	YTD 1099 Payments	

TIM001	TIMBERLAND WINDOWS, INC	B 78-5456788	9	114847.92	
06/01/2003		Builders Supply 1099 worksheet		Page	2
Totals					
Total For Box 1	- Rents				0.00
Total For Box 2	- Royalties				0.00
Total For Box 3	- Other Income				0.00
Total For Box 4	- Fed. Tax wh.				0.00
Total For Box 5	- Fishing Boat				0.00
Total For Box 6	- Medical Pymts.				0.00
Total For Box 7	- Nonemployee				0.00
Total For Box 8	- Substitute				0.00
Total For Box 9	- Direct Sales			114,847.92	
Total For Box 10	- Crop Insurance				0.00
Total For All Vendors				114,847.92	
Total number of vendors	1				
End of Report					

Magnetic Media

When you select **Magnetic Media** on the 1099 Forms screen, the Create Output File screen appears.

Number of Records in Input File: 16

Output File Name: IRSTAX.OUT

Number of Records for Output File: 6

Prefix for Output File: C:/OSAS/osas65/data/

Company H 08/27/2002 Terminal T000 QVR

If the disk has a work file, this prompt appears: **Output file already exists. Do you want to start over?**

To complete the function, click **No** (enter **N** in text mode) and skip ahead to “Editing the Intermediate Records” later in this section. To prepare magnetic media from scratch, click **Yes** (enter **Y** in text mode).

The number of records in the input file appears. The Internal Revenue Service requires that the file be named **IRSTAX**; this name also appears.

1. Accept the number of records for the default output file, or enter a different number.

2. Press **Enter** if you want to put your output file in the default data directory, or enter a different directory.

When you are finished entering output file information, use the **Proceed (OK)** command to continue.

Header Information

Create the header record by entering information on the magnetic media screens.

Report 1099 Forms on Magnetic Media

Commands Edit Modes Other Help

Payment Year: 2001 Current or Prior Tax Year: Current

Foreign Corporation?: ☐ Federal EIN: 469783627 Replacement Alpha Character: ☐

Run Type: 1 Original

Payer

Name: OSAS v6.5

Street Address: 1157 Valley Park Dr

City: Shakopee

State, Zip: MN 55379

Phone Number: (952)496-2465

Control Code: 95884

Payer Name Control: ☐

Transfer Agent

Name:

Street Address:

City:

State, Zip:

Phone Number:

Company H 08/27/2002 Terminal T000 OVR

1. If you want to produce 1099 forms on magnetic media for the year that appears, press **Enter**; if not, enter a different year.
2. If your company is not a foreign corporation, clear the check box (enter **N** in text mode). If your company is a foreign corporation, select the check box (enter **Y** in text mode).

(Throughout the OSAS system and user's manuals, the term **foreign** means not one of the 50 states. Similarly, the term **federal** refers to the United States federal government.)

3. Press **Enter** to accept your company's employer identification number, or enter a different number. Do not enter hyphens, letters, all 9s, or all 0s.
4. Select the type of medium you are sending to the IRS. Enter **1** to prepare your first filing for the tax year, enter **2** to prepare a test run to the IRS for approval, or enter **3** to prepare a corrected filing for the tax year.
5. Accept your company's name and address, or enter different information. If you do not change the transmitter company name, the address fields are skipped; the cursor goes to the **Control Code** field.
6. Enter the control code and payer name control assigned by the Internal Revenue Service. The information is assigned to you by the IRS.
7. Enter the transfer agent's name and address. If you are not using a transfer agent, press **Enter** to skip this field. If you do not enter a transfer agent's name, the address fields are skipped.

When you are finished entering the information on this screen, use the **Proceed (OK)** command to continue to the second header screen:

Report 1099 Forms on Magnetic Media

Commands Edit Modes Other Help

Transmitter's Information

Transmitter's Name: Tara Jackson

Company's Name: OSAS v6.5

Company's Street Address: 1157 Valley Park Dr

Company's City: Shakopee

Company's State, Zip: MN 55379

Transmitters TIN: 469783627

Transmitter Control Code: 95884

Contact Information

Contact Name:

Phone Number: (952)496-2465

Company H 08/27/2002 Terminal T000 OVR

1. If you are transmitting the magnetic media to the IRS for your own company, accept the company address information or enter a different name and address for your company. If another company is transmitting your information for you, enter the Transmitter's name, taxpayer identification number (TIN), and IRS-assigned control code in the appropriate fields.
2. Enter the name and a phone number of the person whom the IRS can contact in the event that questions or problems arise in processing your 1099 information.

When you are finished, use the **Proceed (OK)** command to save the information you entered and continue to the next screen.

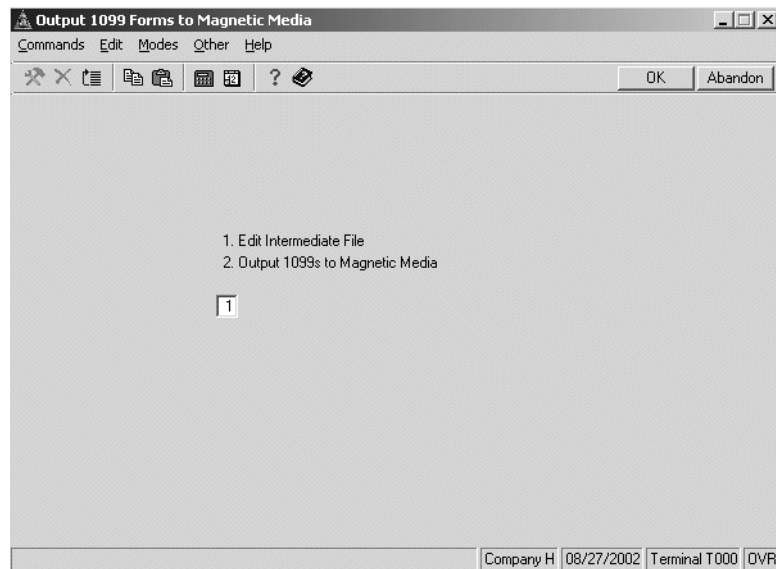
The screenshot shows a software window titled "Report 1099 Forms on Magnetic Media". The window has a menu bar with "Commands", "Edit", "Modes", "Other", and "Help". Below the menu bar is a toolbar with various icons. The main area is divided into two sections. On the left, under the heading "Software Vendor Information", are labels for "Vendor Indicator", "Vendor Name", "Vendor Mailing Address", "Vendor City", "Vendor State, Zip", "Vendor Contact Name", "Vendor Phone Number", and "Vendor E-Mail Address". On the right, there are input fields corresponding to these labels. The "Vendor Indicator" field is a dropdown menu showing "V". The "Vendor Name" field contains "Applied Technical Services, Inc.". The "Vendor Mailing Address" field contains "1190 Atlanta Industrial Drive". The "Vendor City" field contains "Marietta". The "Vendor State, Zip" field contains "GA" and "30066". The "Vendor Contact Name" field contains "Mike Anderson". The "Vendor Phone Number" field contains "770-423-1400". The "Vendor E-Mail Address" field is empty. At the bottom right of the window are "OK" and "Abandon" buttons. At the bottom of the window, there is a status bar with the text "Company H 08/27/2002 Terminal T000 QVR".

1. If your software was purchased from a vendor or other outside source, enter **V**. If your software was produced by in-house programmers, enter **I**.
2. Enter the name of the company and the company's address from whom you purchased your software. These fields are only available if you selected **V** in the **Vendor Indicator** list box.
3. Enter the name, phone number, and e-mail address of the person who can be contacted concerning any software question.

When you are finished, use the **Proceed (OK)** command to save the information you entered and continue to the next screen.

Output 1099 Forms to Magnetic Media

When you save the header information, this screen appears:



Select the action you want to perform and use the **Proceed (OK)** command to continue. For instructions on creating the output, skip to the “Output to Magnetic Media” section below.

Editing the Intermediate Records

When you elect to edit the 1099 forms file, a temporary intermediate file with one record for each vendor is created. The file's information is sorted by vendor ID; you must edit the records in that order.

The screenshot shows the 'Edit Intermediate File' window. The left pane contains vendor information: 1157 Valley Park Dr, Shakopee, MN 55379, 9524962465. Below this is a section for account information: 469783627, 124589888, THOMPSON HEATING & AIR CONDITIONING, P.O. BOX 9, MINNEAPOLIS, MN 555550545, TH0001. At the bottom left are fields for Name Control and Type of TIN. The right pane shows a list of 18 boxes for editing, with boxes 11 and 12 containing 'XXXXXXXXXX'. The bottom status bar shows 'RECIPIENT'S identification number', 'Company H', '08/27/2002', 'Terminal T000', and 'DVR'.

1. You can edit only the recipient ID, company name and address, account number, second TIN notification flag, name control code, type of TIN flag, and box that corresponds to the field indicator set up for the vendor in the file. You cannot change the value in box 9.
2. After you check a record, use the **Proceed (OK)** command to go on to the next screen. You can change any field, however, in general, you do not want to edit a 1099 form.
3. If you finish making changes before you get to the last record in the file, use the **Exit (F7)** command. The following prompt appears: **Save Changes**. Press **Y** to save your changes or **N** to cancel.

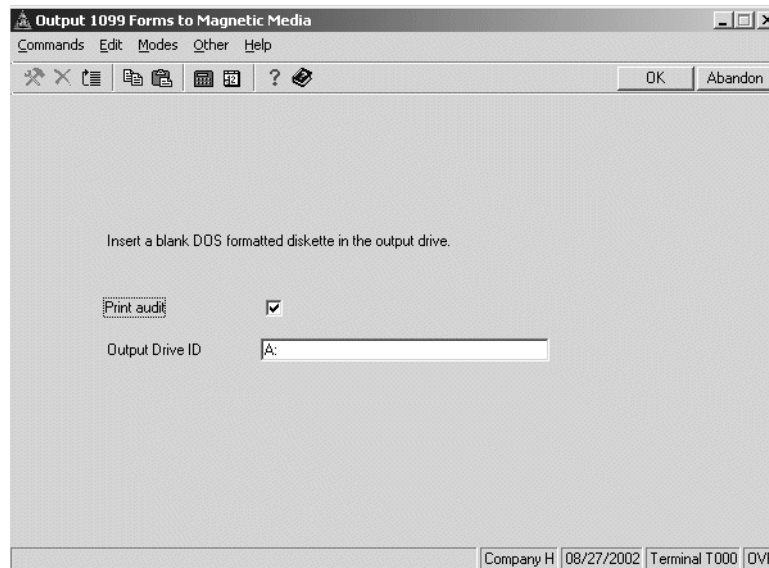
When you respond to the **Save Changes** prompt or after you use the **Proceed (OK)** command to save the last record in the file, the Output 1099 Forms to Magnetic Media screen reappears. You can edit the file again or output the edited file to magnetic media.

Output to Magnetic Media

The output screen that appears is based on your operating system. If you are using OSAS in a Windows environment, see "Windows Systems" below. If you are using OSAS in a UNIX, Linux, AIX or UnixWare environment, see "UNIX/Linux Systems" later in this section.

Windows Systems

For Windows systems, this screen represents the last step in the magnetic media process.



1. Insert a blank 3.5-inch, 1.44M, DOS-formatted diskette into the diskette drive.

2. If you want a copy of the records as they are transferred to the diskette, make sure that your printer is online and select the check box (enter **Y** in text mode). If you do not want the copy, clear the check box (enter **N** in text mode).
3. Enter the drive that holds the diskette to which you are transferring the 1099 information. For example, enter **A:** if you want to send the data to drive A.

When you are ready to transfer the files, use the **Proceed (OK)** command to begin sending the 1099 information to the output drive you specified. When the process is finished, the **Periodic Processing** menu appears.

Follow the instructions in the magnetic media circular for labelling and mailing the diskettes to the Internal Revenue Service.

UNIX/Linux Systems

For UNIX or Linux systems, the final screen in the magnetic media process is slightly different from the Windows screen above.

The Internal Revenue Service requires that you submit the file on a 3.5-inch diskette in 1.44M DOS format. If you do not have a porting utility, contact your value-added reseller.

1. If you want an audit report of the information as it is written to the disk, make sure that your printer is online and select the check box (enter **Y** in text mode). If you do not want the report, clear the check box (enter **N** in text mode).
2. Press **Enter** to write the files to the directory you are using on the hard drive, or enter a different directory on the hard drive to write to.

When you are ready to write the 1099 information to the hard drive, use the **Proceed (OK)** command. When the process is complete, the **Periodic Processing** menu appears.

Periodic Maintenance

Use the **Periodic Maintenance** function to clear your vendor records and prepare them for activity for the next period, quarter, or year. (You cannot use the **Periodic Maintenance** function until the **APPDxxx** table is set up for the company you are doing maintenance for.)

Period-end maintenance clears the period-to-date totals in the **APVExxx** (Vendor) file and deletes records of temporary vendors you paid in full from the **APVExxx** file.

Quarter-end maintenance performs the period-end tasks and clears the quarter-to-date totals in the **APVExxx** file.

Year-end maintenance performs the period-end tasks for periods 12 and 13, performs the quarter-end tasks, clears the year-to-date totals in the **APVExxx** file, and transfers those totals to the last-year fields.

If you have a multiuser system, make sure that no one else is using the Accounts Payable system. You cannot run this function while someone else is using Accounts Payable functions.

Periodic Maintenance Screen

Select **Periodic Maintenance** from the **Periodic Processing** menu. The function screen appears.

Periodic Maintenance

Commands Edit Modes Other Help

Have You Printed the Vendor Analysis Report and Backed Up Your Data Files? ☒

Choose One:

☐ Period-End Maintenance

☐ Quarter-End Maintenance

☒ Year-End Maintenance

Move 1099 Payments YTD to Last Year? ☒

Current Period/Fiscal Year 8 / 2002

Company H 08/27/2002 Terminal T000 OVR

1. The information in the Vendor Analysis Report comes from the **APVExxx** file. Since the **Periodic Maintenance** function affects the data in the **APVExxx** file, print the **Vendor Analysis Report** and back up your data files before you do period-, quarter-, or year-end maintenance.

If you have not printed the report and backed up your data files (see the *Resource Manager User's Manual*), clear the check box (enter **N** in text mode); you are prompted to return to the **Periodic Processing** menu. When you have done these things, select the check box (enter **Y** in text mode).

2. Select the type of maintenance you want to do. You can perform period-, quarter-, or year-end maintenance.

-
3. If you are at the end of the calendar year and you want to move the values in the **1099 Payments Year to Date** field to the **1099 Payments Last Year** field in the vendor records, select the check box (enter **Y** in text mode); if not, clear the check box (enter **N** in text mode).

If you do not transfer the 1099 payments at the end of the calendar year, the system continues to accumulate the next calendar year's 1099 payments in the **1099 Payments Year to Date** field in the vendor records. When you produce 1099 forms, the 1099 payment amounts will be incorrect.

4. The current period and fiscal year from the **APPDxxx** table appears.
5. To begin processing, use the **Proceed (OK)** command. When the media is prepared, the **Periodic Processing** menu appears.

Purge Vendor Comments

Use the Purge Vendor Comments function to delete comments about a vendor whose record you no longer need.

Before you purge vendor comments, produce the Vendor Comments List (see page 12-9). Check it to make sure that the comments you intend to delete will not be needed later. Then file the list so that you will have a record of the comments.

Select **Purge Vendor Comments** from the Periodic Processing menu. The function screen appears.

Purge Vendor Comments

Commands Edit Modes Other Help

OK Abandon

Pick Vendor ID From ACE001 Thru ATT001

Date From 01/01/2001 Thru 12/31/2001

Reference ID From ACT Thru ACT

Company H 08/27/2002 Terminal T000 DVR

Inquiry

1. Enter the range of vendors whose comments you want to purge.
2. Enter the range of dates on which the comments you want to purge were recorded and enter the range of references for which you want to purge comments.
3. To purge the comments, use the **Proceed (OK)** command. When the process finishes, the **Periodic Processing** menu appears.

Purge Selected Files

Use the **Purge Selected Files** function to delete information from the **APINxxx** (Open Invoice), **APHIxxx** (Detail History), **APHCxxx** (Check History), **APRLxxx** and **APRHxxx** (Recurring Entries), **APRDxxx** (Recurring Additional Descriptions), and **APHSxxx** (Summary History) files. The invoice date determines which detail history records are deleted. The period and fiscal year determine which summary history records are deleted. The cutoff date, current balance, ending date, or remaining payments entries determine which recurring entries are deleted. You can also delete temporary vendors with a zero balance.

Select **Purge Selected Files** from the **Periodic Processing** menu. The Purge Selected Files screen appears.

Purge Selected Files

Commands Edit Modes Other Help

Have You Backed Up Your Data Files? ☒

Remove Paid Invoices With Check Dates Before 1 / 2002

Remove Detail History With Invoice Dates Before 01/01/2002

Remove Summary History Before Period/Fiscal Year 1 / 2002

Remove Check History With Check Dates Before 01/01/2002

Remove Recurring Entries With Cutoff Dates Before 01/01/2002

Purge Temporary Vendors? ☒

Company H 08/27/2002 Terminal T000 OVR

1. If you have backed up your data files, select the check box (enter **Y** in text mode); if not, clear the check box (enter **N** in text mode) and back them up before proceeding.

-
2. Enter the date of the paid invoices you want to purge. Paid invoices dated on or before the date you enter will be purged.
 3. Enter the date of the invoices for which you want to purge detail history. Detail history for invoices dated on or before the date you enter will be purged.
 4. Enter the period and year of the summary history you want to purge. Summary history before the period and year you enter will be purged.
 5. Enter the date of the checks for which you want to purge history. History for checks dated on or before the date you enter will be purged.
 6. Enter the date of the recurring entries you want to purge. Entries dated on or before the date you enter will be purged.
 7. If you want to purge temporary vendors with zero outstanding balances, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode).
 8. To purge the files, use the **Proceed (OK)** command. When the process is finished, the **Periodic Processing** menu appears.

Pay Invoices

10

Change Open Invoice Status	10-3
Hold/Release Invoices	10-5
Prepare Checks	10-13
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Edit Register	10-21
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Check Register	10-27
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Paid Invoices Detail	10-33
Post Payments	10-35
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Change Open Invoice Status

Use the Change Open Invoice Status function to change the status of a group of invoices to **Hold**, **Released**, **Prepaid**, or **Temporary**. To change the status of one invoice, use the **Hold/Release Invoices** function.

Select **Change Open Invoice Status** from the **Pay Invoices** menu. The Change Open Invoice Status screen appears.

Change Open Invoice Status

Commands Edit Modes Other Help

OK Abandon

Pick Vendor ID From ACE001 Thru ACE001

Vendor Priority From Thru

Pick Invoices Due 10/15/2002

Change Status From Hold To Released

Company H 10/24/2002 Terminal T000 OVR

Inquiry

1. Enter the range of vendors whose invoice statuses you want to change.
2. Enter the range of vendor priorities associated with the invoices whose status you want to change.
3. Enter the due date of the invoices whose status you want to change.
4. Select the current status of the invoices you want to change.

-
5. Enter the new status of the invoices.
 6. When you are finished specifying status change information, use the **Proceed (OK)** command to save your selections and begin the change process. When the changes have been made, the **Pay Invoices** menu appears.

Hold/Release Invoices

Use the **Hold/Release Invoices** function to change the status of individual invoices. This function is valuable if you need to change the status of a particular invoice from what it was when you entered it.

You can place an invoice on permanent or temporary hold so that it is not automatically paid when you prepare and print checks. (An invoice on temporary hold is automatically released when you post checks.) You can also release an invoice that is on permanent or temporary hold as well as release retainage using this function.

You can pay off an invoice at once, change an invoice's due date and discount amount, and split the invoice amount into an unlimited number of payment installments.

Select **Hold/Release Invoices** from the **Pay Invoices** menu. The Hold/Release Invoices screen appears.

Hold/Release Invoices

Commands Edit Modes Other Scroll Commands Help

OK Abandon

Vendor ID: BOR001 BORIS CONSTRUCTION Date: 10/30/1990
Priority: 0 Amount: 117605.51

Invoice	Invc Date	Due Date	1099	Gross Due	Discount	St	Chk No
1	10/03/2003	11/02/2003	<input type="checkbox"/>	979.12	.00	R	
Rt93-A04	10/03/2003	11/02/2003	<input type="checkbox"/>	51.53	.00	H	
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				

Vendor First Last Next Prev Goto

Enter = edit cHange status All pRepay Split Totals Check

Company H 10/24/2003 Terminal T000 OVR

Use one of these commands to select the vendor with which you want to work:

Command	Action
Vendor	Press V to view invoices for a different vendor. Then enter the Vendor ID .
First	Press F to hold or release invoices for the first vendor on file.
Last	Press L to hold or release invoices for the last vendor on file.
Next	Press N to hold or release invoices for the next vendor on file.
Prev	Press P to hold or release invoices for the previous vendor on file.

Select the invoice you want to change and do one of the following:

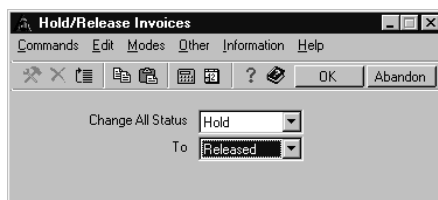
- To edit an invoice, press **Enter**. This dialog box appears:

Accept the default due date, or enter a different due date. Then, accept the default discount amount, or enter a different discount amount. Use the **Proceed (OK)** command to save your changes and return to the scroll region.

- To change an invoice's status by toggling to a different one, press **H**. The statuses appear in this order: **T** (Temporary), **H** (Hold), **R** (Released). Keep pressing **H** until the correct status appears.

If the invoice you select is a retainage invoice (an **Rt** invoice), the Release Retainage dialog box appears. See "Release Retainage" on page 10-9 for more information.

- To change the status of all invoices from one type to another (for the selected vendor), press **A** and select the new status from this window:



- To pay an invoice that is not due yet, press **R**. Then, enter the check number of the prepayment in this window:

Invoice	Inv Date	Due Date	1099	Gross Due	Discount	St	Chk No
1	10/03/2003	11/02/2003	N	979.12	.00	R	

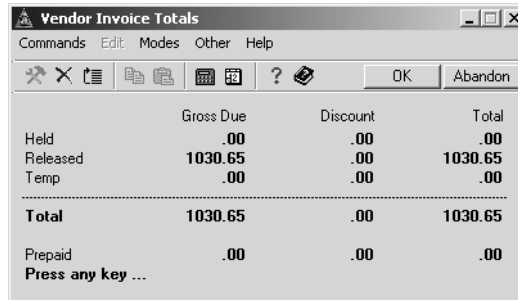
Check #	1124	Check Date	10/24/2003
---------	------	------------	------------

- To split payments for an invoice, press **S**. Then, enter the payment and date due in this window:

Invoice	Inv Date	Due Date	1099	Gross Due	Discount	St	Chk No
1	10/03/2003	11/02/2003	N	979.12	.00	R	

First Payment	500.00	Date Due	11/02/2003
Second Payment	479.12	Date Due	12/02/2003

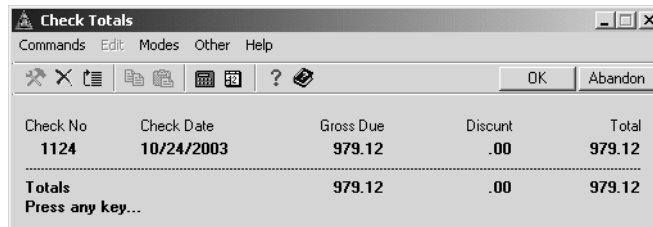
- To view totals for the vendor, press **T**. When you finish viewing the totals, press any key to return to the Hold/Release Invoices scroll region.



The screenshot shows a window titled "Vendor Invoice Totals" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for back, forward, and other functions. The window contains a table with the following data:

	Gross Due	Discount	Total
Held	.00	.00	.00
Released	1030.65	.00	1030.65
Temp	.00	.00	.00
Total	1030.65	.00	1030.65
Prepaid	.00	.00	.00
Press any key ...			

- To view check totals, press **C**. When you finish viewing the check totals, press any key to return to the Hold/Release Invoices screen.



The screenshot shows a window titled "Check Totals" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for back, forward, and other functions. The window contains a table with the following data:

Check No	Check Date	Gross Due	Discount	Total
1124	10/24/2003	979.12	.00	979.12
Totals		979.12	.00	979.12
Press any key...				

When you finish working with the invoices for this vendor, press **V** and enter another vendor ID or use the **Exit (F7)** command to return to the **Pay Invoices** menu.

Release Retainage

When you use the **Hold/Release Invoices** function to change the status of a retainage invoice (an **Rt** invoice), the Release Retainage dialog box appears. Use this dialog box to create a new invoice from the retainage invoice based on the information you enter. You can perform all the release functions on this dialog box, including postings. You can choose to release all of the retainage or part of it by either dollar amount or a percentage. When you finish (and press **PageDown**), the system automatically posts, and an audit log prints. You can then include the released retainage in a check run for payment, or you can press **R** to enter a prepaid (manual) check against it.

When you release retainage, it posts just as if you entered it the traditional way:

- It updates the Accounts Payable Open Invoice file (removes or reduces the retainage invoice and creates a new standard invoice that can be paid).
- It posts to General Ledger (if interfaced) to reduce Retainage Payable and increase Accounts Payable.
- It posts to the Contractors' Job Cost Job files.

On the Release Retainage dialog box, do the following:

The top two rows of the dialog box list information about the invoice from which you are releasing retainage, include the invoice number, date, and amount, and the job phase and cost code. This information is view-only.

1. In the **New Invoice** field, enter the new invoice number for the invoice you create during this release process.
2. In the **Date** field, enter the invoice date for the new invoice.
3. In the **Due Date** field, enter the due date of the new invoice.
4. In the **Release Amount** field, the amount of retainage you want to release appears. This amount becomes the **Gross Due** amount of the new invoice.

Note

You cannot release an amount that is more than is retained.

5. In the **Release Pct** field, enter a release percent if you want the system to calculate a release amount based on the percentage you enter. This amount becomes the **Gross Due** amount of the new invoice.

6. In the **Status** field, select the status that you want the new invoice to have, either **R** (Release) or **H** (Held).
7. When you are finished, use the **Proceed (OK)** command to continue.
8. Select the output device. See “Output the Report” on page 1-76 for more information. After the log prints, the **Pay Invoices** menu appears.

Release Retainage Log

08/04/2003 3:59 PM	Builders Supply Retainage Release		
Old Invoice Number Rt93-A04 New Invoice Number 223355			
Vendor CLE001 CLEVELAND INTERIORS, INC.			
For Job: 93-A04 Phase: 01FOUN Cost Code: 6			
Retainage Amount:	10.00		
Release Amount:	10.00		
Post to GL Period 8			
Description	GL Account	Debit	Credit

Rel Ret Rt93-A04/223355	202500	10.00	
Rel Ret Rt93-A04/223355	200000		10.00
Balance		10.00	10.00
End of Report			

Prepare Checks

Use the **Prepare Checks** function to create a record of released invoices that are due to be paid in the **APCHxxx** (Checks) file. After you prepare checks, you produce a log that shows prepaid invoice and check totals (after checks are printed). If errors occur while you prepare checks, they are also listed in the log.

If you want to prepare a check for only one invoice, you have two options:

- Use the **Invoices Inquiry** function (see on page 4-11) to find out which invoices are released for the vendor. Use the **Hold/Release Invoices** function (see page 10-5) to hold all invoices except the one whose check you want to prepare. Then use the **Prepare Checks** function to enter the vendor ID.
- Issue a manual check for the invoice. Then use the **Hold/Release Invoices** function to mark the invoice as prepaid.

If you prepare a check for an invoice that you do not want to pay, put the invoice on hold (see page 10-5). Then before you print or post checks, prepare the checks again, leaving out the held check.

Prepare Checks Screen

Select **Prepare Checks** from the **Pay Invoices** menu. The **Prepare Checks** screen appears:

Prepare Checks

Commands Edit Modes Other Help

OK Abandon

Pick Invoices Due 10/15/2003

Vendor ID From ACE001 Thru TIM001

Job ID From 91-135 Thru M9090

Take Discounts Due 10/15/2003

Date on Checks 10/24/2003

Post to GL Period 10

Vendor List

Job List

Company H 10/24/2003 Terminal T000 OVR

If you already prepared a batch of checks but did not complete the pay invoices steps, the selections from the last time you used the **Prepare Checks** function appear with the following prompt:

Checks already on file. Do you want to start over?

If you want to erase the checks on file and reprepare, enter **Y**. If you do not want to start over, enter **N** and exit from the function. Complete the pay invoices steps for the batch of checks in progress, and then prepare checks for the new batch.

1. Enter the due date for the invoices whose checks you want to prepare.

Prepaid invoices are always included regardless of the due date you enter for invoices. If you want to prepare checks for prepaid invoices only, enter a date before the system date in the **Pick Invoices Due** field.

Inquiry

2. Enter the range of vendors whose checks you want to prepare. To prepare a list of vendors, enter an asterisk (*) in the **Vendor ID** field. The cursor drops to the bottom of the screen for entering the Vendor IDs in the **Vendor List** section of the screen. If you enter less than 20 IDs, enter **END**.

Inquiry

3. Enter the range of jobs whose checks you want to prepare. To prepare a list of jobs, enter an asterisk (*) in the **Job ID** field. The cursor drops to the bottom of the screen for entering the Job IDs in the **Job List** section of the screen. If you enter less than 20 IDs, enter **END**.

Note

You can only prepare checks for a range or list of jobs for vendors who have the option **Post Jobs to Open Invoice** set to **YES** on the **Subcontractor Information** screen.

4. Enter the date on and after which you want discounts taken. No discounts are taken into account for invoices marked before this date.
5. Enter the date you want printed on the checks.
6. Press **Enter** to post the checks to the default period or enter a different one.
7. Select the output device. See “Output the Report” on page 1-76 for more information. After the log is produced, the **Pay Invoices** menu appears.

Prepare Checks Log

10/24/2003	Builders Supply	Page	1
10:47 AM	Prepare Checks		
Invoices Due 10/15/2003			
Vendors ACE001 Thru TIM001			
Jobs 91-135 Thru M9090			
Discounts Due 10/15/2003			
Post to GL Period 10			
	Gross	Discount	Net
Prepaid Checks	979.12	.00	979.12
Checks to Print	20374.12	.00	20374.12
TOTALS	21353.24	.00	21353.24
End of Report			

Select Payables

Use the **Select Payables** function to see the checks that have been prepared for a vendor, and to specify which checks you do not want to print.

Choose **Select Payables** from the **Pay Invoices** menu. The Select Payables screen appears.

The screenshot shows the 'Select Payables' window. At the top, there is a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Scroll Commands', 'Information', and 'Help'. Below the menu bar is a toolbar with various icons and buttons for 'OK' and 'Abandon'. The main area displays vendor information: 'Vendor ID' is 'ACE001' and 'Vendor Name' is 'ACE PLUMBING SUPPLY'. To the right, 'Last Payment' information is shown: 'Date' is '07/27/2002' and 'Amount' is '42415.70'. Below this is a table of invoices with columns: 'Invoice', 'Inv Date', 'Due Date', 'Drop', 'Gross Due', 'Disc Taken', and 'Net Due'. The first row shows invoice 30072 dated 11/04/2002, due 11/14/2002, with a gross due of 114060.18 and a net due of 114060.18. Below the table are summary totals: 'Vendor Total' 114060.18, 'Grand Total' 381157.97, and 'Prepaid Total' -84816.48. At the bottom, there are buttons for 'Drop', 'All', 'Summary', 'Write', 'Vendor', 'First', 'Last', 'Next', 'Prev', and 'Goto'. The status bar at the very bottom shows 'Company H', '11/29/2002', 'Terminal T000', and 'OVR'.

Invoice	Inv Date	Due Date	Drop	Gross Due	Disc Taken	Net Due
30072	11/04/2002	11/14/2002	<input type="checkbox"/>	114060.18	.00	114060.18
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Prepared	114060.18	Grand Total	381157.97	Prepaid Total	-84816.48
Dropped	.00		.00		
Net Prepared	114060.18		381157.97		

Inquiry

Enter the ID of the vendor whose invoices you want to see, or press **Enter** to view information about the first vendor with prepared invoices. The invoice information for the vendor appears.

Use one of these commands to perform the associated action:

Command	Action
Drop	To change whether or not you want an invoice dropped from the check preparation process, move the prompt to the invoice number and press D . The status in the Drop column changes. A check in the column (or a Y in text mode) indicates that the invoice will not be included in the payment.
All	To include all invoices in or exclude all invoices from check preparation, press A . At the prompt for the task you want to do, enter D to drop all invoices, or I to include all invoices.
Summary	To see a summary of check activity for all vendors, press S . The window that appears shows the contents of the APCHxxx (Checks) file.
Write	<p>To write the changes to the APCHxxx file, press W. At the prompt for confirmation, select Yes (enter Y in text mode) if you want to write the changes, or select No (enter N in text mode) if you do not.</p> <p>The checks you chose to drop are removed from the APCHxxx file. Then select a new vendor to work with or use the Exit (F7) command to return to the Pay Invoices menu.</p>
Vendor	Press V to work with invoices for a different vendor. Then enter a different vendor ID.
First	Press F to work with invoices for the first vendor on file.
Last	Press L to work with invoices for the last vendor on file.

Command	Action
Next	Press N to work with invoices for the next vendor on file.
Prev	Press P to work with invoices for the previous vendor on file.
Goto	Press G to go to the next window of invoices. This button is only available if you have more than one window of invoices.

As you make changes to the **APCHxxx** file, the vendor and grand totals (for the entire check run) at the bottom of the screen change to reflect your changes.

Edit Register

The Edit Register shows the checks you prepared. Before you print the checks, print the Edit Register to check the calculations. If you find inaccuracies, use the **Hold/Release Invoices** function (see page 10-5) to change the invoices.

Select **Edit Register** from the **Pay Invoices** menu. The Edit Register screen appears.

The screenshot shows a window titled "Edit Register" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for undo, redo, print, save, and help. The main area displays the following information:

Invoices Due	10/15/2003
Vendor ID	From ACE001
	Thru TIM001
Take Discounts Due	10/15/2003
Date on Checks	10/24/2003
Post to GL Period	10

Below this information is a "Print By:" section with two radio buttons: "Detail" (selected) and "Summary". At the bottom right, there is a status bar with the text: "Company H 10/24/2003 Terminal T000 OVR".

The information you entered in the **Prepare Checks** function appears.

1. Select the level of detail you want to print on the Edit Register. You can choose to print the detail of the invoices paid for each vendor, or a summary showing totals for each vendor.
2. Select the output device. See "Output the Report" on page 1-76 for more information. After the register is produced, the **Pay Invoices** menu appears.

Edit Register

Pay Invoices

Edit Register

10/24/2003 10:55 AM		Builders Supply Edit Register Printed in Detail - Prepaid Checks						Page 1	
Vendor ID	Vendor Name	Check Number	Check Invoice	Dates Due	Invoice Number	Gross Amount	Discount Amount	Net Paid	1099?
BOR001	BORIS CONSTRUCTION COMPANY JOB:93-A04 PHASE:01FOUN	0001124 TYPE:100	10/24/2003 10/03/2003	11/02/2003	1	979.12 979.12	.00 .00	979.12 979.12	N
TOTAL PREPAID						979.12	.00	979.12	
ACE001	ACE PLUMBING SUPPLY COMPANY JOB:M9050 PHASE:BOND	0000000 TYPE:500	10/24/2003 10/02/2003	10/12/2003	23	18865.97 343.55	.00 .00	18865.97 343.55	N
	JOB:91-135 PHASE:01FOUN	TYPE:100	10/01/2003	10/11/2003	33	687.10	.00	687.10	N
	JOB:91-135 PHASE:01SITE	TYPE:600	10/02/2003	10/12/2003	35	5445.18	.00	5445.18	N
	JOB:91-135 PHASE:02FRAM	TYPE:102	10/02/2003	10/12/2003	55	340.55	.00	340.55	N
	JOB:91-135 PHASE:01FOUN	TYPE:100	10/02/2003	10/12/2003	63	618.39	.00	618.39	N
	JOB:91-135 PHASE:01SITE	TYPE:100	10/03/2003	10/13/2003	78	4680.82	.00	4680.82	N
	JOB:91-135 PHASE:01FOUN	TYPE:100	10/02/2003	10/12/2003	79	2126.61	.00	2126.61	N
	JOB:91-135 PHASE:01FOUN	TYPE:600	10/02/2003	10/12/2003	82	997.65	.00	997.65	N
	JOB:M9090 PHASE:01FOUN	TYPE:600	10/02/2003	10/12/2003	88	3626.12	.00	3626.12	N
ATT001	ATLANTIS TELEPHONE CO. JOB:91-135 PHASE:01FOUN	0000000 TYPE:100	10/24/2003 10/03/2003	10/03/2003	101	1508.15 343.55	.00 .00	1508.15 343.55	N
	JOB:91-135 PHASE:01FOUN	TYPE:100	10/03/2003	10/13/2003	107	876.05	.00	876.05	N
	JOB:91-135 PHASE:01FOUN	TYPE:200	10/02/2003	10/12/2003	113	975.65	.00	975.65	N
Check totals on invoices due 10/15/2003 with discounts due 10/15/2003						20374.12	.00	20374.12	
GRAND TOTAL						21353.24	.00	21353.24	
End of Report									

Print Checks

After you prepare the checks, you can print and record all the check numbers used for every record in the **APCHxxx** (Checks) file.

Select **Print Checks** from the **Pay Invoices** menu. The **Print Checks** screen appears.

Print Checks

Commands Edit Modes Other Help

Pick Invoices Due 05/07/2003

Vendor ID From Thru

Take Discounts Due 05/07/2003

Date on Checks 05/07/2003

Post to GL Period 5

Use Check Saver? ☐

First Check Number 0

Print Job ID? ☒

If Restart, Last Good Check Number 0

Company H 05/07/2003 Terminal T000 QVR

The screen shows the dates, vendors, and general ledger period you selected when you prepared checks.

1. The Check Saver feature prints a plain-paper remittance advice to list invoices in excess of the number that fit on the check stub. This prevents the system from voiding checks when more than one check stub is required for vendors with 12 or more paid invoices.

To use the Check Saver feature, select the check box (enter **Y** in text mode). The check is printed with the first 10 invoices and a note printed at the bottom: ***** With Invoice Details Enclosed *****. To void checks for vendors with 12 or more paid invoices, clear the check box (enter **N** in text mode).

2. Press **Enter** to use the default check number from the **FORMxxx** table or enter a different check number to start the check run.
3. If you want to print the Job ID on the check stub, select the check box (enter **Y** in text mode); otherwise, clear the check box (enter **N** in text mode). The Job ID prints only if the option **Post Job to Open Invoice** is set to **YES** on the **Subcontractor Information** screen. The job and phase ID are printed in the deduction column.
4. If you have a print problem, you must restart the **Print Checks** function. If you restart, and you are using this function as a continuation of an earlier instruction, enter the number of the last check that was printed correctly so that only the misprinted checks are reprinted.
5. If you elected to print the checks, the message **Mount check forms now** appears. After you mount the forms, press **Enter**. An alignment form is printed. (To align the forms, you must elect to prompt for mounting forms and printing alignment marks in the Resource Manager **Form Codes** function.)
6. Check the alignment form. If the **X** is not printed in the alignment box, adjust the form. Then select **No** (enter **N** in text mode) to print the alignment character again. Continue this procedure until the form is aligned; then select **Y** (enter **Y** in text mode).
7. If you waste some forms during the alignment procedure, change the number in the **If Restart, Last Good Check Number** field. Then select **Yes** (enter **Y** in text mode) at the **Is the form aligned?** prompt. A sample check is on the next page.

After the checks are printed, a check log, which shows the number of checks that printed, the gross amounts, deductions, and total amounts paid appears. Verify the amounts; then exit to the **Pay Invoices** menu.

If you used the check saver feature, and you have checks with more than 11 invoice lines on a check stub, you are prompted to print the Remittance Advice Log.

Sample Check

YOUR COMPANY NAME HERE 123 MAIN STREET YOUR CITY, STATE, ZIP (123) 456-7890		YOUR BANK NAME CITY, STATE & ZIP 16-86/1220		0100
		DATE	AMOUNT	
		0000100 12/07/2001	*****\$112,155.46	
ONE HUNDRED TWELVE THOUSAND ONE HUNDRED FIFTY-FIVE AND 46/100 DOLLARS				
PAY TO THE ORDER OF:	ACE PLUMBING SUPPLY COMPANY ATTN: ACCOUNTS RECEIVABLE 32 VENTON BLVD OAKLAND CA 92342-0032			
AUTHORIZED SIGNATURE				

⑈000100⑈ ⑆122000661⑆ 012345⑈

YOUR COMPANY NAME HERE		Vendor No. ACE001	Vendor Name ACE PLUMBING SUPPLY COMPANY	Check 0000100	0100
<u>Trans. Date</u>	<u>Reference</u>	<u>PO No.</u>	<u>Gross Amount</u>	<u>Deduction</u>	<u>Net Amount</u>
11/04/2001	30072		114060.18	.00	114060.18
12/21/2001	30901		1923.96-	19.24-	1904.72-

<u>Check Date</u>	<u>Check No.</u>	<u>Total Gross</u>	<u>Total Ded.</u>	<u>Check Amount</u>
12/07/2001	0000100	112136.22	19.24-	112155.46

Check Register

Print the Check Register for an audit trail of the vendor checks your company issues.

The Check Register has two sections. The first section lists the checks you used to prepay invoices since the last time you posted payments. The second section lists the checks you used the last time you printed checks.

Select **Check Register** from the **Pay Invoices** menu. The Check Register screen appears.

The screenshot shows a window titled "Check Register" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar. The main area displays the following settings:

Invoices Due	10/15/2003
Vendor ID	ACE001
From Thru	TIM001
Take Discounts Due	10/15/2003
Date on Checks	10/24/2003
Post to GL Period	10

Below these settings is a "Print By:" dialog box with two radio buttons: "Detail" (selected) and "Summary". At the bottom of the window, a status bar shows "Company H", "10/24/2003", "Terminal T000", and "OVR".

The dates, vendors, and general ledger period you selected when you prepared checks appears.

1. Select the level of detail you want to print on the register. You can choose to print the detail of the invoices paid for each vendor, or a summary showing totals for each vendor.

2. Select the output device. See "Output the Report" on page 1-76 for more information. After the Check Register is produced, the **Pay Invoices** menu appears.

Check Register

10/24/2003 11:02 AM		Builders Supply Check Register Printed in Detail - Prepaid Checks						Page 1	
Vendor ID	Vendor Name	Check Number	Check Invoice	Due	Invoice Number	Gross Amount	Discount Amount	Net Paid	1099?
BOR001	BORIS CONSTRUCTION COMPANY JOB:93-A04 PHASE:01FOUN	0001124 TYPE:100	10/24/2003 10/03/2003	11/02/2003	1	979.12 979.12	.00 .00	979.12 979.12	N
TOTAL PREPAID						979.12	.00	979.12	
ACE001	ACE PLUMBING SUPPLY COMPANY	0000743	10/24/2003			18865.97	.00	18865.97	
	JOB:M9050 PHASE:BOND	TYPE:500	10/02/2003	10/12/2003	23	343.55	.00	343.55	N
	JOB:91-135 PHASE:01FOUN	TYPE:100	10/01/2003	10/11/2003	33	687.10	.00	687.10	N
	JOB:91-135 PHASE:01SITE	TYPE:600	10/02/2003	10/12/2003	35	5445.18	.00	5445.18	N
	JOB:91-135 PHASE:02FRAM	TYPE:102	10/02/2003	10/12/2003	55	340.55	.00	340.55	N
	JOB:91-135 PHASE:01FOUN	TYPE:100	10/02/2003	10/12/2003	62	618.39	.00	618.39	N
	JOB:91-135 PHASE:01SITE	TYPE:100	10/03/2003	10/13/2003	71	4680.82	.00	4680.82	N
	JOB:91-135 PHASE:01FOUN	TYPE:100	10/02/2003	10/12/2003	77	2126.61	.00	2126.61	N
	JOB:91-135 PHASE:01FOUN	TYPE:600	10/02/2003	10/12/2003	82	997.65	.00	997.65	N
	JOB:M9090 PHASE:01FOUN	TYPE:600	10/02/2003	10/12/2003	85	3626.12	.00	3626.12	N
ATT001	ATLANTIS TELEPHONE CO.	0000744	10/24/2003			1508.15	.00	1508.15	
	JOB:91-135 PHASE:01FOUN	TYPE:100	10/03/2003	10/03/2003	101	343.55-	.00	343.55-	N
	JOB:91-135 PHASE:01FOUN	TYPE:100	10/03/2003	10/13/2003	107	876.05	.00	876.05	N
	JOB:91-135 PHASE:01FOUN	TYPE:200	10/02/2003	10/12/2003	113	975.65	.00	975.65	N
Check totals on invoices due 10/15/2003 with discounts due 10/15/2003						20374.12	.00	20374.12	
GRAND TOTAL						21353.24	.00	21353.24	
End of Report									

Subcontractor Release

Use the **Subcontractor Release** function to print a release form that you set up in the **Release Form Text Maintenance** function.

Note

You must have the option **Post Jobs to Open Invoice** set to **YES** on the **Subcontractor Information** screen in order to use this function.

Select **Subcontractor Release** from the **Pay Invoices** menu. The **Subcontractor Release** screen appears.

Subcontractor Release

Commands Edit Modes Other Help

Pick Invoices Due 05/07/2003

Vendor ID From Thru

Take Discounts Due 05/07/2003

Date on Checks 05/07/2003

Post to GL Period 5

Form Number 0

Cost Type 6

Select:

☒ All Checks

☐ Check List (up to 20)

Check List:

Company H 05/07/2003 Terminal T000 OVR

1. Enter the **Form #** and the **Cost Type** for the release form you want to print.

-
2. Select **All** to print release forms for all checks in the Checks (**APCHx**) file. A release form prints for those invoices that match the cost type you select.

Select **Selective** to print release forms for a list of check numbers. The invoices paid with that check must match the cost type you selected in order for a release form to print.

3. Select how you want to output the subcontractor release. For more information on the steps required when selecting an output device, see “Output the Report” on page 1-76.

Subcontractor Release Form

ABC HOME BUILDERS, INC.	
2116 LIMRICK DRIVE, PEARLAND, TX 77581 (713) 481-8181 FAX # 480-3456	
<input type="checkbox"/> RELEASE	<input type="checkbox"/> PARTIAL RELEASE

KNOW ALL MEN BY THESE PRESENTS, that _____ of _____ for in consideration of the sum of \$40.00, representing the ☐ final payment / ☐ partial payment under contract for the FOUNDATION _____ work, and any and ABC HOME BUILDERS, INC., General Contractor, from all claims and demands arising out of labor performed or material or equipment supplied by the undersigned in connection with the construction of job for CITY OF FRIENDSWOOD at RECREATION CENTER. IN WITNESS WHEREOF, the undersigned has caused this Release to be signed and sealed this _____ day of _____.

(CLE001) CLEVELAND INTERIORS, INC.
Subcontractor

(Signed Here) By: _____
Authorized Representative

Title _____

* * * * * A F F I D A U I T * * * * *

STATE OF TEXAS ()
COUNTY OF HARRIS ()

BEFORE ME, the undersigned authority, on this day personally appeared _____ being duly sworn, deposes and says that he is the _____ of CLEVELAND INTERIORS, INC. the Company which executed the foregoing Release and that all bills & claims against it of every nature and kind whatsoever in any manner arising from or growing out of labor performed or material/equipment furnished in connection with the construction of said Project has been paid and satisfied; and that he makes this Affidavit for the purpose of inducing General Contractor to make the ☐ final payment / ☐ partial payment under contract described in foregoing Release.

(Sign Here) By: _____
Authorized Representative

SUBSCRIBED and sworn to before me this _____ day of _____.

(Notary Sign Here) Notary Public
In and For the State of Texas

Commission Expiration Date

Paid Invoices Detail

Use the **Paid Invoices Detail** function to print a list of invoices for checks that were paid in a pay cycle.

Select **Paid Invoices Detail** from the **Pay Invoices** menu. The **Paid Invoices Detail** screen appears.

Paid Invoices Detail

Commands Edit Modes Other Help

OK Abandon

Pick Invoices Due 05/07/2003

Vendor ID From Thru

Take Discounts Due 05/07/2003

Date on Checks 05/07/2003

Post to GL Period 5

Select:

☒ All Checks

☐ Check List (up to 20)

Check List:

Company H 05/07/2003 Terminal T000 DVR

Select **All** to print the invoice detail for all checks. A separate page is printed for each check prepared, listing all invoices paid. The list is printed for a check even if all the invoices fit on one check stub.

Select **Selective** to print the invoice detail for a list of checks. You can specify only those checks that had more than 11 invoices paid.

Select how you want to output the list. For more information on the steps required when selecting an output device, see “Output the Report” on page 1-76.

Paid Invoice Detail

05/07/2003 1:18 PM		Builders Supply Paid Invoice Detail						Page 1
Vendor	Name	Job	Phase	Type	Invoice	Gross Amount	Deductions	Net Amount
ACE001	ACE PLUMBING SUPPLY COMPANY Check No: 0000000 Date: 05/07/2003					220924.46	.00	220924.46
					1555	193406.86	.00	193406.86
					45456	26045.55	.00	26045.55
					4686	58970.59	.00	58970.59
					8665	41456.54-	.00	41456.54-
					CR45	12606.50-	.00	12606.50-
					CR56	1717.75-	.00	1717.75-
					CR89	1717.75-	.00	1717.75-
05/07/2003 1:18 PM		Builders Supply Paid Invoice Detail						Page 1
Vendor	Name	Job	Phase	Type	Invoice	Gross Amount	Deductions	Net Amount
ATT001	ATLANTIS TELEPHONE CO. Check No: 0000000 Date: 05/07/2003					200.00	.00	200.00
					878	200.00	.00	200.00
05/07/2003 1:18 PM		Builders Supply Paid Invoice Detail						Page 1
Vendor	Name	Job	Phase	Type	Invoice	Gross Amount	Deductions	Net Amount
BOR001	BORIS CONSTRUCTION COMPANY Check No: 0000000 Date: 05/07/2003					61636.50	.00	61636.50
					212332	61636.50	.00	61636.50
05/07/2003 1:18 PM		Builders Supply Paid Invoice Detail						Page 1
Vendor	Name	Job	Phase	Type	Invoice	Gross Amount	Deductions	Net Amount
CLE001	CLEVELAND INTERIORS, INC. Check No: 0000000 Date: 05/07/2003					123698.44	.00	123698.44
		93-A04	01FOUN	6	100312A	40.00	.00	40.00
					123654	129108.64	.00	129108.64
					8548	5450.20-	.00	5450.20-

Post Payments

When you post the checks you prepared and printed, invoices that are paid in full are changed to paid status in the **APINxxx** (Open Invoice) file, the totals and history information in the **APVExxx** (Vendor) file are updated for the invoices you paid, and the **APCHxxx** (Checks) file is cleared for the next check cycle.

If you elected to keep detail, summary, and check history in the Resource Manager **Options and Interfaces** function, the invoice information is moved to the **APHIxxx** (Detail History), **APHSxxx** (Summary History), and **APHC** (Check History) files.

Interfaces

General Ledger

If Accounts Payable interfaces with General Ledger, summary entries of the check and discount amounts are created in the **GLJRxxx** (Journal) file.

When you post payments, entries are made to several accounts that you specified in the **APGLxxx** table.

Cash	AP	Discounts
CR	DB	CR

Bank Reconciliation

If Accounts Payable interfaces with Bank Reconciliation, summary entries of the checks are created in the **BRTRxxx** (Bank Reconciliation Transactions) file for the bank account ID you specify.

The cash account comes from the BR bank account record. The AP account comes from the distribution code for each vendor.

Before Posting

Before you post, perform these preparatory tasks:

- If you have a multiuser system, make sure that no one else is using the Accounts Payable system. You cannot post if someone else is using the Accounts Payable functions.
- Print the checks (see page 10-23).
- Print the Check Register (see page 10-27).
- Back up all the data files.

The information on the checks and in the Check Register comes from the **APCHxxx** and **APVExxx** files. Posted entries are cleared from the **APCHxxx** file to make room for the next group of entries. Because you cannot reconstruct either the checks or the register after you post, printing them before you post is important.

Backing up your data files before you post is an important practice. Unforeseen problems, such as a power surge or failure, can interrupt the post and result in a loss of data.

Select **Post Payments** from the **Pay Invoices** menu. The Post Payments screen appears.

Post Payments

Commands Edit Modes Other Help

Pick Invoices Due 10/15/2003

Vendor ID From ACE001
Thru TIM001

Take Discounts Due 10/15/2003

Date On Checks 10/24/2003

Post to GL Period 10

Post GL To:

☒ Current Fiscal Year (2003)

☐ Last Fiscal Year (2002)

Post 1099 Payments To:

☒ Current Year 1099 Payments

☐ Last Year 1099 Payments

Bank Account ID

Company H 10/24/2003 Terminal T000 QVR

The dates, vendors, and general ledger period you selected when you prepared checks appear.

1. Select the General Ledger fiscal year in which you want to create the journal entries for these payments. You can post the payments to the current- or last-year **GLJRxxx** file. If Accounts Payable does not interface with General Ledger or if you have not created last-year data files in General Ledger, you must post to the current fiscal year.
2. Select the accumulator in the vendor record to which you want any 1099 payments in this check run posted. You can update the **1099 Payments Year to Date** field, or the **1099 Payments Last Year** field (see page 11-8 for more information).

3. If Accounts Payable interfaces with Bank Reconciliation, accept the default bank account ID, or enter a different ID. (If Accounts Payable does not interface with Bank Reconciliation, no corresponding field appears.)
4. Select the output device. See “Output the Report” on page 1-76 for more information.

The log shows the debits and credits that were posted to General Ledger. If Accounts Payable does not interface with General Ledger, you must make manual entries for the amounts in the log.

If Accounts Payable interfaces with Bank Reconciliation, the log shows the amounts posted to Bank Reconciliation.

After posting is completed, the **Pay Invoices** menu appears.

Post Payment Log

10/24/2003
11:09 AM

Builders Supply
Post Payments

Invoices Due 10/15/2003

Vendors ACE001 Thru TIM001

Discounts Due 10/15/2003

Date on Checks 10/24/2003

Post to GL Period 10

Description	GL Account	Debit	Credit
AP	200000	21353.24	
Discounts	700100		.00
Cash	100000		21353.24
	Balance	21353.24	21353.24
	Posted to Bank Account FNB001		21353.24
End of Report			

Void Checks

Use the **Void Checks** function to cancel checks that have been printed. For example, if you print a check by mistake, you can use this function to remove the record from the system.

When you void a check, several things happen:

- If Accounts Payable interfaces with General Ledger, the cash account is debited and the accounts payable account is credited for the amount of the check.
- If Accounts Payable interfaces with Bank Reconciliation, the status of the checks changes to **Voided**.
- Check information is updated in the **APVExxx** (Vendor), **APHIxxx** (Detail History), **APHSxxx** (Summary History), and **APHC** (Check History) files. This information includes the check number, amount, transaction number, associated vendor, and payment code.
- If the invoice record still exists, it is changed in the **APINxxx** (Open Invoice) file from paid status to the status you entered, since the voided check means that you still have to make the payment. Otherwise, the invoice is reinstated from the **APHIxxx** (Detail History) file.

Select **Void Checks** from the **Pay Invoices** menu. The Void Checks screen appears.

1. Enter the date of the check you want to void.
2. Enter the number of the check you want to void. The associated vendor ID appears.

Inquiry

The bank account ID appears if Accounts Payable interfaces with Bank Reconciliation.

3. Select the status of the reinstated invoice.
4. Select the General Ledger fiscal year in which you want the journal entries made for the void check. You can create the entries in the current-year **GLJRxxx** file or in the last-year **GLJRxxx** file. If Accounts Payable does not interface with General Ledger, or if you have not created last-year data files in General Ledger, you must post to the current fiscal year.

5. Select the accumulator in the vendor record to which you want any 1099 payments in this check posted. You can update the **1099 Payments Year to Date** field, or the **1099 Payments Last Year** field (see page 11-8 for more information).
6. Select the output device. See “Output the Report” on page 1-76 for more information. After the log is produced, the **Pay Invoices** menu appears.

Void Payments Log

10/24/2003 11:13 AM		Builders Supply Void Payments	
Check Number 743			
Vendor ACE001			
Post to GL Period 10			
Description	GL Account	Debit	Credit

AP	200000		18865.97
Discounts	700100		.00
Cash	100000	18865.97	
	Balance	18865.97	18865.97

Posted to Bank Account FNB001		18865.97	
End of Report			

File Maintenance

11

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Vendors

Use the **Vendors** function to set up and maintain records for vendors with which you do business. A record contains the vendor's name and address, the pay-to name and address, 1099 information, payment and distribution codes, purchase and payment histories, and comments.

Select **Vendors** from the **File Maintenance** menu. The Vendors screen appears.

Vendor ID: ACE001
Vendor Name: ACE PLUMBING SUPPLY COMPANY

Do you want to maintain:

General Information?	<input checked="" type="checkbox"/>
Vendor Codes?	<input checked="" type="checkbox"/>
History Information?	<input checked="" type="checkbox"/>
Subcontract Information?	<input checked="" type="checkbox"/>
Vendor Comments?	<input checked="" type="checkbox"/>
User-Defined Fields?	<input checked="" type="checkbox"/>
Documents?	<input checked="" type="checkbox"/>

Company H 07/22/2003 Terminal T000 INS

Inquiry

1. Enter the ID of the vendor with which you want to work. If you are adding a new vendor, you can enter the ID of an existing vendor to copy that vendor's information into the new vendor record you are adding.
2. Select the check box (enter **Y** in text mode) for each type of information you want to add or change. Clear the check box (enter **N** in text mode) for each type you do not want to add or change. If you are adding a vendor, you must select **General Information**.








Note

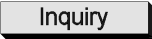
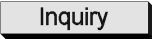
If you are adding a vendor, you must enter **Y** at **General Information**.

- When you have selected the screens you want to work with, use the **Proceed (OK)** command to go to the first screen you selected.

General Information

If you elected to add or change general vendor information, this screen appears:

General Information			
Commands Edit Modes Other Help			
<div>        </div> <div>OK Abandon</div>			
Vendor ID	ACE001		
Vendor Address Information		Pay-To Information	
Name	ACE PLUMBING SUPPLY COMPANY		ACE PLUMBING SUPPLY COMPANY
Address 1	6769 GOLDEN GATE DRIVE		32 VENTON BLVD
Address 2			
Address 3			
City/State	SAN FRANCISCO CA 9	OAKLAND CA 9	
Zip/Country	35454-5548 9	92342-0032 9	
Phone	(309)555-5321		(309)555-0399
Fax	(309)555-5488		() -
Contact	BILL HUMPHREY		
Our Account	545878		Attn: ACCOUNTS RECEIVABLE
Internet Information			
E-Mail Address			
Web Site			
Balance Information			
Amount Due	222024.46		
Amount Prepaid	.00		
Company H 05/07/2003 Terminal T000 OVR			

	Field	Description
	Vendor ID	The vendor ID from the header screen appears.
	Name	Enter the vendor's name.
	Address 1/2/3	Enter the vendor's address.
	City/State	Enter the vendor's city.
	State	Enter the vendor's state, or use the Inquiry command to look up and select the state from the list that appears.
	Zip	Enter the vendor's zip code. You can enter a five-digit zip code, enter a nine-digit zip code with the hyphen, or leave this field blank.
	Country	Enter a country code for the vendor, or leave the field blank. If you enter a country code, you must use one that is among the valid codes entered in Resource Manager (see the <i>Resource Manager User's Manual</i>). If you do not enter a code, the vendor uses the same country code as your company.
	Phone No	Enter the vendor's phone number. The format of the phone number is determined by the vendor's country code.
	Fax	Enter the vendor's fax number. The format of the phone number is determined by the vendor's country code.
	Contact	Enter the name of the person you usually contact about billing questions or invoice payments.

Field	Description
-------	-------------

Our Acct	Enter the account number the vendor uses to identify your company. It is printed on the remittance stubs of checks.
-----------------	---

Enter information in the **Pay-To Information** section only if it is different from the information you entered above.

Field	Description
-------	-------------

Name	Enter the name to which you want to send the check.
-------------	---

Address 1/2/3	Enter the address to which you want to send the check.
----------------------	--

City	Enter the vendor's city or leave the field blank.
-------------	---

Inquiry	
----------------	--

State	Enter the vendor's state, or use the Inquiry command to look up and select a state from the list that appears.
--------------	---

Zip	Enter the vendor's zip code. You can enter a five-digit zip code, enter a nine-digit zip code with the hyphen, or leave this box blank.
------------	---

Inquiry	
----------------	--

Country	Enter a country code for the vendor, or leave the box blank. If you enter a country code, you must use one that is among the valid codes entered in Resource Manager (see the <i>Resource Manager User's Manual</i>). If you do not enter a code, the vendor uses the same country code as your company.
----------------	---

Phone/Fax No	Enter the phone and fax numbers of the place to which you want the check sent. The format of the numbers is determined by the vendor's country code.
---------------------	--

Field	Description
Attention	Enter the name of the person or department to which you send payments. The attention might be different from the vendor's name. The attention is printed on mailing labels.

Next, enter the following general information about your vendor:

Field	Description
E-mail Address	Enter the e-mail address of the vendor's main office or your contact at the vendor's offices.
Web Site	If your vendor has a web site on the Internet, enter the Internet address of the vendor's site.
Amount Due/ Amount Prepaid	Enter values in these boxes only when you use the summary method to enter initial balances. Otherwise, these boxes are updated when you post transactions and payments.

When you save the entries using the **Proceed (OK)** command, the next screen you selected appears. If you did not select another screen, the Vendors header screen appears.

Vendor Codes

If you elected to add or change vendor codes information, the Vendor Codes screen appears

The screenshot shows the 'Vendor Codes' window with the following data:

Field	Value
Vendor ID	ACE001 ACE PLUMBING SUPPLY COMPANY
Terms Code	AP0003 1/10,n/30 Reg 1.0% 10 DAYS NET 30
Distribution Code	01
Vendor Class	PROD
Payment Priority	0
Vendor Hold?	<input type="checkbox"/>
Tax Group	MN
GL Account	104000 INVENTORY - RAW MATERIALS
1099:	
Form Code	No form
Recipient ID	
Field Indic	
Foreign Add?	<input type="checkbox"/>
2nd TIN Not?	<input type="checkbox"/>

At the bottom, the status bar shows: Company H | 05/07/2003 | Terminal T000 | OVR

Field

Description

Vendor ID

The vendor ID and name from the header screen appear.

Inquiry

Terms Code

Terms codes describe the terms of payment to the vendor.

Maint

Enter the payment terms code for the vendor. If you use the **Maintenance (F6)** command, the **Terms Codes** function is temporarily called up. After you enter the terms code, the terms percentage, days, and net due days appear.

	Field	Description
<div>Inquiry</div> <div>Maint</div>	Distribution Code	<p>Distribution codes describe how you want payment information distributed in accounts in General Ledger.</p> <p>Enter the GL distribution code for the vendor. If you use the Maintenance (F6) command, the Distribution Codes function is run. If Accounts Payable does not interface with General Ledger, you can leave this box blank.</p>
	Vendor Class	<p>A vendor class is an arbitrary attribute stored only with the vendor record. A class means what you want it to mean. You can use the vendor class to organize the Vendor Purchase History Report and to sort information in GENERAL Report Writer reports.</p> <p>Assign a class to the vendor, or leave the box blank.</p>
	Payment Priority	<p>A payment priority code is an arbitrary attribute stored only with the vendor record. You can use the payment priority code to change the status of an open invoice and to sort information in GENERAL Report Writer reports.</p> <p>Enter a payment priority code. The lower the digit, the higher priority the payment is assigned.</p>
	Vendor Hold?	<p>If payment to the vendor is on hold, select the check box (enter Y in text mode); if not, clear the box (enter N in text mode). You cannot pay vendors on payment hold.</p>

	Field	Description
<div>Inquiry</div> <div>Maint</div>	Tax Group	<p>Enter a tax group for the vendor. The tax group is used to calculate sales tax on the orders you place with the vendor.</p> <p>If you use the Maintenance (F6) command, the Resource Manager Tax Groups function is run temporarily.</p>
	GL Account	<p>Enter the number of the general ledger account to debit when you purchase items from the vendor, or press Enter to skip this field. (The Inquiry command is available if Accounts Payable interfaces with General Ledger.) The account you enter appears when you enter transactions.</p>
	1099 Form Code	<p>Enter I for vendors that file as individuals, B for those that file as businesses, or N for those that do not receive a 1099.</p> <p>If the vendor does not receive a 1099 form, the cursor skips the remaining fields on the screen. If the vendor is an individual or business, fill in the remaining boxes.</p> <p>If you change the 1099 Form Code field from I or B to N and the vendor has a value other than zero in the 1099 Payments Year to Date field or the 1099 Payments Last Year field on the History Information screen, the following message appears: Warning: 1099 payments exist for this vendor. If you do not want the vendor to receive a 1099-MISC form, change the values in the 1099 Payments Year to Date and 1099 Payments Last Year fields to zero.</p>
	1099 Recipient ID	<p>Enter the vendor's taxpayer identification number (TIN).</p>

Field	Description
1099 Field Indic	<p>The list box indicators correspond to the box numbers on the 1099-MISC form in which the year-to-date payment amount is printed. (See the federal tax circular for information about these indicators.) Select a field indicator:</p> <p> 1 = Rents 2 = Royalties 3 = Other income 4 = Federal tax withholding 5 = Fishing boat proceeds 6 = Medical and health care payments 7 = Nonemployee compensation 8 = Payments in lieu of dividends or interest 9 = Direct sales A = Crop insurance proceeds C = Gross attorney's fees </p> <p>See the F1099 table (see page 11-43) for information about box numbers, box categories, and associated limits.</p>
1099 Foreign Addr?	<p>If the vendor has a foreign address, select the check box (enter Y in text mode); if not, clear the box (enter N in text mode). The word foreign means not one of the 50 states.</p>
1099 2nd TIN Not?	<p>If the Internal Revenue Service notified your company twice in the past three years that the vendor's tax identification number is incorrect, select the check box (enter Y in text mode); if not, clear the check box (enter N in text mode).</p>

When you save the entries using the **Proceed (OK)** command, the next screen you selected appears. If you did not select another screen, the Vendors header screen appears.

History Information

If you elected to add or change vendor history, this screen appears:

History Information

Commands Edit Modes Other Help

Vendor ID: **ACE001**
Name: **ACE PLUMBING SUPPLY COMPANY**

	Date	Amount	Number
Last Purchase	03/26/2002	-1717.75	CR89
Last Payment	04/20/2002	90190.84	0001239

	Period to Date	Qtr to Date	Year to Date	Last Year
Purchases	195978.91	312215.30	467675.48	487087.68
Payments	.00	90190.84	282501.01	443671.18
Discounts Taken	.00	.00	.00	693.81
Discounts Lost	.00	1162.36	3085.46	3749.83
1099 Payments			.00	.00

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The History Information screen stores purchase and payment history for each vendor. When you use the **Periodic Maintenance** function, one of these things can happen:

- When you do period-end maintenance, the period-to-date amounts are reset to zero.
- When you do quarter-end maintenance, the period- and quarter-to-date amounts are reset to zero.
- When you do year-end maintenance, the year-to-date amounts are transferred to the **Last Year** column and the period-, quarter-, and year-to-date amounts are reset to zero.

Field	Description
Last Purchase Date	Enter the last date you purchased items from the vendor. This is updated when you post transactions.
Last Purchase Amount	Enter the cost of the last purchase from the vendor. This is updated when you post transactions.
Last Purchase Number	Enter the number of the last invoice you received from the vendor. This is updated when you post transactions.
Last Payment Date	Enter the date of the last payment you made to the vendor. This is updated when you post checks.
Last Payment Amount	Enter the amount of the last payment you made to the vendor. This is updated when you post checks.
Last Payment Number	Enter the number of the last check you sent to the vendor. This is updated when you post checks.
Purchases Period to Date/Qtr to Date/Year to Date/Last Year	Enter the amount you purchased from the vendor this period, this quarter, this year, and last year.
Payments Period to Date/ Qtr to Date/Year to Date/ Last Year	Enter the amount you paid the vendor this period, this quarter, this year, and last year.
Discounts Taken Period to Date/Qtr to Date/Year to Date/Last Year	Enter the discount amount you received from the vendor this period, this quarter, this year, and last year.

Field	Description
Discounts Lost Period to Date/Qtr to Date/Year to Date/Last Year	Enter the discount amount you did not take advantage of from the vendor this period, this quarter, this year, and last year.
1099 Payments Year to Date/Last Year	Enter the amount of 1099 payments you made to the vendor this year and last year. These values are used for preparing 1099-MISC forms.

When you save the entries using the **Proceed (OK)** command, the next screen you selected appears. If you did not select another screen, the Vendors header screen appears.

Subcontract Information

If you elected to add or change vendor subcontract information, the **Subcontract Information** screen appears:

Subcontract Information

Commands Edit Modes Other Help

OK Abandon

Vendor ID: ACE001
Name: ACE PLUMBING SUPPLY COMPANY

Subcontractor? ☐ Post Job to Open Invoice? ☐

Insurance: General Liability? ☐ Expiration Date: / /
Worker's Compensation? ☐ Expiration Date: / /

Amount Retained: .00

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Field

Description

Subcontractor?

Select the check box (enter **Y** in text mode) if this vendor is a subcontractor. You can choose to print some reports for subcontractors only. If this vendor is not a subcontractor, clear the check box (enter **N** in text mode).

Field	Description
Post Job to Open Invoice?	<p>Select the check box (enter Y in text mode) if you want the system to create a separate invoice in the Open Invoice file for each line item of a transaction that is posted; otherwise clear the check box (enter N in text mode).</p> <p>You must select the check box for subcontractors so that payment information prints on the Subcontract Report, and you must select this check box if you want to use the job-related functions in Accounts Payable, for example, prepare checks by job ID, print job IDs on checks, or print the Job Receivable reports for a range of jobs.</p>
Insurance	<p>Select these check boxes (enter Ys in text mode) if this subcontractor has general liability and worker's compensation insurance; otherwise clear the check boxes (enter Ns in text mode). Enter the expiration dates for the insurance types. This information appears on the transaction header screen for subcontractors.</p> <p>You can print the Insurance Expiration Report to produce a list of vendors whose insurance expires before a date you specify.</p>
Amount Retained	<p>The Amount Retained field is updated when you post transactions. The amount retained is added to this field when you post an invoice. When you enter and post a retainage invoice, the amount in this field is reduced.</p>

When you save the entries using the **Proceed (OK)** command, the next screen you selected appears. If you did not select another screen, the Vendors header screen appears.

Vendor Comments

If you elected to add or change vendor comments, this screen appears:

[illegible]

1. The ID of the terminal you are working at appears. To work with comments for only the default reference ID, press **Enter**. To work with comments for a different reference ID, enter that ID. To work with all comments, clear this field and press **Enter**.
2. Enter the date of the most recent comment you want to work with, or press **Enter** to work with all comments.
3. The date, reference, sequence number, and text that appear for each comment depend on the reference ID and end date you enter. The comments are arranged by date—the most recent date first—then by reference ID and then by sequence number.

Command Bar

Select a command for the task you want to perform.

Command	Action
Ref ID	Press R to work with comments associated with a different reference ID. Then enter the reference ID and end date.
end Date	Press D to change the end date for the reference ID with which you are working.
Append	Press A to add a comment. To edit a comment, press E . In either case a comment entry dialog box appears. See the “Append” section below for more information.

When you save the entries using the **Proceed (OK)** command, the next screen you selected appears. If you did not select another screen, the Vendors header screen appears.

Append

1. If you have not added or edited any other comments, the system date appears; otherwise, the date of the last comment you worked with appears. Accept the default date, or enter a different date.
2. Enter the reference ID of the comment you want to add or edit.

To edit a comment, enter its sequence number. The text appears. If you want to delete the comment, use the **Delete (F3)** command. Subsequent comments for the vendor that have the same date and reference ID as the one you deleted are resequenced.

To insert a comment, enter the sequence number of the position in which you want it to appear. The comments after the inserted comment are resequenced.

3. Enter or edit the comment, and press **Enter** to save the comment record.
4. When you are finished working with the **Vendor Comments** screen, use the **Proceed (OK)** command to move to the **Vendors** header screen. Enter another **Vendor** or exit to the **File Maintenance** menu.

User-Defined Fields

If you elected to add or change user-defined field information, the User-Defined Fields screen appears.

The screenshot shows a software window titled "User-Defined Fields". It has a menu bar with "Commands", "Edit", "Modes", "Other", and "Help". Below the menu is a toolbar with icons for undo, redo, print, save, delete, and help, along with "OK" and "Abandon" buttons. The main area displays "Vendor ID" as "ACE001" and "ACE PLUMBING SUPPLY COMPANY". Below this, there are input fields for "Account Rep" (John Strummond), "Contract?" (checked), "Expiration Date" (01/07/2005), and "Vendor Since" (11/14/1992). At the bottom, there are status fields for "Company H", "07/22/2003", "Terminal T000", and "OVR".

Enter the appropriate information for each user-defined field you set up using the Resource Manager **User-Defined Field Setup** function. See the *Resource Manager User's Guide* for more information on setting up user-defined fields.

When you save the entries using the **Proceed (OK)** command, the next screen you selected appears. If you did not select another screen, the Vendors header screen appears.

Documents

If you elected to add or change documents attached to this vendor record, the Documents screen appears. There are many types of documents you can attach to vendor records, for example, pricing documents, customer contracts, map of the customer location, vendor brochures, and so on.

Note: You must set up file types in Resource Manager before you can attach documents. See the *Resource Manager User's Guide* for more information.

The screenshot shows a 'Documents' window with a menu bar (Commands, Edit, Modes, Other, Scroll Commands, Help) and a toolbar with icons for file operations and a 'Goto' button. The main area displays 'Vendor ID: ACE001' and 'ACE PLUMBING SUPPLY COMPANY'. Below this is a list of document names: 'CJAPSAMP.DOC' and 'CJAPSAMP.XLS'. The status bar at the bottom shows 'Line No (001 of 002)', 'Enter = edit', 'Append', 'View', 'Open document', 'Prev screen', 'Next Screen', 'Goto', 'Company H', '07/22/2003', 'Terminal T000', and 'INS'.

Press **P** to view the previous screen in **File Maintenance**.

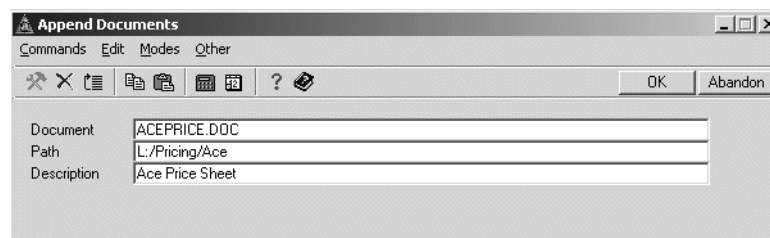
Press **N** to view the next screen in **File Maintenance**.

Press **G** to move directly to a different document. Then enter the document name or exit to the Documents screen. (This command appears only if you have more than one screen of attached documents.)

Attach a Document

To attach a document to a vendor record, follow these steps:

1. Click **Append** or enter **A** to attach a document. The Append Documents dialog box appears.



2. Enter the document file name and extension, the full file path, and a description of the file you want to attach to the master file record.
3. Use the **Proceed (OK)** command to attach the file.

Edit Attached Document File Information

To edit file information about attached documents, select the document and then press **Enter**. Edit the file information in the Edit Documents dialog box, then use the **Proceed (OK)** to save your changes.

To view the file information about attached documents, select the document and then select **View** (or press **V** in text mode). The View Documents dialog box appears. Press any key to exit.

To edit the document itself, select **Open document** (or press **O** in text mode) to launch the appropriate application and open the file.

Note: If you have problems opening a document, press **Enter** to change the direction of the slashes used in the attachment's directory path. If the directory path contains backward slashes (\), change them to forward slashes (/) and vice versa.

Delete Attached Documents

To remove a document attachment, select the attached document you want to delete and press **F3**. When the confirmation message appears, press **Y** to delete the attachment or **N** to return to the Documents screen. Keep in mind that this procedure only removes the attachment from the master file record; it does not delete the file from its storage location.

Recurring Entries

Use the **Recurring Entries** function to set up transactions that require the same payment on a regular schedule—for example, loan or insurance payments, service contracts, or maintenance fees.

To save time, you can copy a group of recurring entries to the **APTDxxx** and **APTHxxx** (Transaction) files instead of entering a new transaction each time the payment is due. By assigning each entry a run code, you can process these groups of entries on different schedules—monthly, bimonthly, or on whatever schedule fits your company's needs.

Select **Recurring Entries** from the **File Maintenance** menu. The Transaction Type dialog box appears.

The screenshot displays two overlapping windows from an accounting software interface. The background window is titled "Recurring Entries" and contains fields for "Recurring No", "Vendor ID", "Invoice No", "PO Number", "Terms Code", "Terms Desc", "Terms %", "Days", and "Net Days". It also has "Total Payments" and "Remaining Payments" fields, both showing "0". The foreground window is titled "Transaction Type" and features two radio buttons: "Recurring Entries" (which is selected) and "Edit Recurring Entries". Both windows have standard menu bars (Commands, Edit, Modes, Other, Information, Help) and toolbars with icons for file operations. The status bar at the bottom of the "Recurring Entries" window shows "Company H", "05/07/2003", "Terminal T000", and "QVR".

The Recurring Entries Transaction Type menu offers two choices: Recurring Entries and Edit Recurring Entries. The only difference between the two functions is that when you create a recurring entry, you create data; when you edit a recurring entry, you work with existing data. Select the action you want to perform.

Header Information

After you make your selection from the Recurring Entries menu, the header screen appears.

	Field	Description
Inquiry	Recurring No	Enter a number that identifies the recurring entry.
Inquiry	Vendor ID	Enter the vendor's ID. The vendor's name and address appear.
Maint	Invoice No	Enter the invoice number, or press Enter if you do not want to assign the entry to an invoice.
	PO Number	Enter the purchase order number.

	Field	Description
<div>Inquiry</div> <div>Maint</div>	Terms Code	<p>The terms code describes the terms of the payment.</p> <p>Accept the default terms code, or enter a different code. If you use the Maintenance (F6) command, the Terms Codes function temporarily appears. After you enter the code, the description for the code appears.</p>
	Run Code	<p>You copy recurring entries by run code to the APTDxxx and APTHxxx files. Use the same run code for entries that you copy on the same basis. For example, you could use 01 for entries you copy on the first day of each month, 15 for entries you copy on the fifteenth day of each month, and so forth.</p> <p>Enter the run code to which the recurring entry belongs.</p>
<div>Inquiry</div> <div>Maint</div>	Tax Group	<p>Enter a tax group for the entry. If the tax group you enter here is different from the one you previously entered, the system updates the tax information in all the line items in the order.</p>
	Starting Balance	<p>Enter the amount that was originally due for the entry, or press Enter to skip this field.</p>
	Remaining Balance	<p>Accept the current balance, or enter the amount you still owe for the entry.</p>
	Starting Date	<p>Enter the date of the first invoice for the entry, or press Enter to skip this field.</p>
	Cutoff Date	<p>Enter the date after which you no longer want to copy the entry to the APTDxxx and APTHxxx files, or press Enter to skip this field.</p>
	Total Payments	<p>Enter the total number of payments that you will make for the entry, or press Enter to skip this field.</p>

Field	Description
Remaining Payments	<p>If you entered the total number of payments, the number of remaining payments appears; if not, zero appears. Accept the current number, or enter the remaining number of payments.</p> <p>If you did not enter the total number of payments, enter the number of remaining payments, or leave the field blank if this information does not apply. The number in this field cannot be greater than the number in the Total Payments field.</p>
1099?	<p>If the vendor does not receive a 1099-MISC form, the box is clear (or NO appears in text mode) and you cannot change it.</p> <p>If the vendor receives a 1099-MISC form, the box is selected (or YES appears in text mode). If you want the recurring entry to update the 1099 Payments Year to Date field in the vendor's record (once you copy the entry to the APTDxxx and APTHxxx files and post it), press Enter; if not, clear the box (or enter N in text mode).</p>

When you save the header information the line-item entry screen appears.

Edit Line

The Recurring Entries line-item entry screen can appear for one of three reasons:

- You are creating a recurring entry and are finished entering header data. The line-item dialog box has the title “Append Line.”
- You use the **Append** command in the scroll region to add an item to the end of the list. The line-item dialog box has the title “Append Line.”
- You use the **Edit** command in the scroll region to edit an item in the list. The line-item dialog box has the title “Edit Line.”

After you save the line-item entry information, enter another line item, or exit to the Recurring Entries screen.

When you save the first line item, the totals are updated and your entries are saved. You cannot use the **Abandon (F5)** command to cancel the entry. To delete the entire recurring entry, use the **Delete (F3)** command on the header screen.

Recurring Entries

When you exit from the line-item entry screen, the Recurring Entries screen appears:

Edit Recurring Entries

Commands Edit Modes Other Scroll Commands Information Help

Vendor ID **JON001** **JONES REALTY COMPANY** Recurring No **01**
 Invoice PO Number **15655** Run Code **01**

Description	Quantity	Units	Unit Cost	Ext Cost
BUILDING RENT	1.0000	EA	1000.0000	1000.00

Entry (**001** of **001**)

Subtotal	Sales Tax	Freight	Misc	Total
1000.00	.00	.00	.00	1000.00

Enter = edit Append Header Totals View Goto Next Trans

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The Recurring Entries screen is divided into these sections:

- Information from the header screen is summarized at the top of the screen.
- The line-item entry area (or *scroll region*) appears in the middle of the screen.
- The entry totals appear at the bottom of the screen.

Use one of these commands to perform the corresponding action in the scroll region:

Command	Action
Enter = edit	To edit, move the prompt to the line item and press Enter .
Append	Press A to append a line item to a purchase. Then see “Recurring Entries Line-Item Entry Screen” earlier in this section.
Header	Press H to return to the header screen. When you return to the header screen, you do not lose your line-item entries because you already saved them.
Totals	Press T to enter or edit totals associated with the recurring entry. A subtotal of the line items appears. Enter the sales tax, shipping charges, and miscellaneous charges; or press Enter to skip these fields. The total amount of the invoice (the subtotal plus the sales tax and freight and miscellaneous charges) appears. Use the Proceed (OK) command to save your entries.
View	Move the prompt to the line item and press V to look at a line item without changing it. More information about the line item such as the general ledger account and description, quantity purchased, and cost information appears on the View Line screen. Press any key to return to the Recurring Entries screen.
Goto	Press G to go to a particular line item. Then enter the line number. (This command appears only if there is more than one screen of line items.)

Command	Action
Next Trans	Press N to work with another recurring entry. The Transaction Type menu appears. Enter another recurring entry, or exit to the File Maintenance menu.

Terms Codes

Use the **Terms Codes** function to add or change codes for payment terms for transactions.

Select **Terms Codes** from the **File Maintenance** menu. The Terms Code screen appears.

The screenshot shows the 'Terms Codes' window with a menu bar (Commands, Edit, Modes, Other, Scroll Commands, Help) and a toolbar with icons for undo, redo, delete, insert, copy, paste, print, and help. The main area is a table with the following data:

Terms Code	Type	Percent	Discount Days	Net Due Days	Description
AP0001	Reg	0.000	30	30	0/30,n/30
AP0002	Reg	0.000	10	30	0/10,n/30
AP0003	Reg	1.000	10	30	1/10,n/30
AP0004	Reg	2.000	10	30	2/10,n/30
AP0005	Reg	0.000	0	30	0/0,n/30

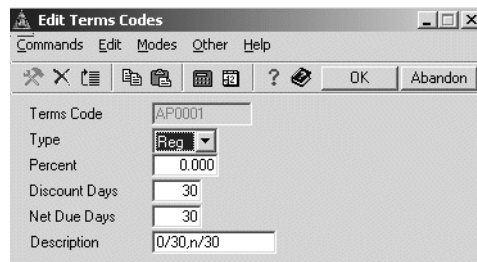
At the bottom of the window are buttons for 'Goto', 'Enter = edit', and 'Append'. The status bar at the bottom right shows 'Company H', '05/07/2003', 'Terminal T000', and 'OVR'.

Select a command:

- Press **G** to go directly to a particular term code. Then enter the line number. (This command appears only if there is more than one screen of line items.)
- Move the prompt to the line and press **Enter** to edit a line item.
- Press **A** to append a line item to the transaction.

Append/Edit Terms Codes

When you choose to edit or append a terms code, this screen appears:



Inquiry

1. Enter the code you want to add. If you are adding a terms code, use a descriptive code to make entry easy and efficient.
2. Enter **P** for prox terms or **R** for regular terms in the **Type** box.

Prox terms are calculated as days from the beginning of the next month.
Regular terms are calculated as days from the discount date.
3. Enter the percent used to calculate the discount amount of the payment when a discount is taken.
4. Enter the number of days that a discount is valid in the **Discount Days** text box and enter the number of days given to pay the net due in the **Net Due Days** text box.
5. The description is based on your entries in the previous fields. Accept it, or enter a different description.

When you save your entries, you are returned to the Terms Codes scroll region.

When you finish editing or adding terms codes, use the **Exit (F7)** command to return to the **File Maintenance** menu.

Distribution Codes

Distribution codes specify which general ledger accounts get which information.

Use the **Distribution Codes** function to add or change codes for your general ledger distribution accounts or to set up a selection of different payable accounts.

Select **Distribution Codes** from the **File Maintenance** menu. The Distribution Codes screen appears.

GL Accounts:	GL Accounts:
Payables	200000 ACCOUNTS PAYABLE - TRADE
Sales Tax	203800 SALES TAX PAYABLE
Freight	503000 FREIGHT IN
Miscellaneous	999900 SUSPENSE

Inquiry

1. Enter the code you want to add or change.
2. Accept the current code description, or enter a different code description.
This description appears when you use the **Inquiry (F2)** command to access a list of codes.

Inquiry**Maint**

3. Accept each default general ledger account number, or enter a different account number. If you use the **Inquiry** command to access a list of codes, the description appears.

If Accounts Payable interfaces with General Ledger, this field's mask is determined in General Ledger; otherwise, the account field is 12 characters in length.

When you save the information, the cursor returns to the top of a blank Distribution Codes screen. Enter another code, or exit to the **File Maintenance** menu.

Tables

Use the **Tables** function to set up and maintain the Accounts Payable tables.

Tables store information about the system, data, options, and default settings for other applications.

The following tables are related to Accounts Payable:

- APGLxxx
- APPDxxx
- DFxxxx
- DMxxxx
- DISCxxx
- D1099xxx
- F1099
- FORMxxx
- MRGLxxx
- QCxxxx
- QDxxxx
- QExxxx
- QHxxxx
- QMxxxx
- QPxxxx
- QXxxxx
- QZxxxx

For information about each of these tables, see their descriptions in this section.

Note

The **OPTxxx** (Options) table stores options and interfaces settings. Maintain the information stored in this table through Resource Manager **Options and Interfaces** function, not through the table itself.

Tables

Select **Tables** from the **File Maintenance** menu. A blank tables screen appears.

Inquiry

1. To add or change a table, enter the table ID. To set up a company-specific table, enter the table ID plus the one- to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID. To delete the table, use the **Delete (F3)** command.

Inquiry

2. If you entered a new table ID, the **Copy From** field appears. To copy a company- or terminal-specific table, enter the table ID plus the company ID and terminal ID.

A set of tables comes with the sample company, Builders Supply. You can copy the sample tables for a company and then change the appropriate fields. To copy a sample table, enter the table ID.

3. Press **Enter** to accept the default description of the table, or enter a different description.

The number of columns, the length of the columns, and the type of characters you can enter—alphanumeric (A), numeric with two decimal places (N), numeric with three decimal places (3), or numeric with four decimal places (4)—appear.

APGLxxx Table

The **APGLxxx** table stores the general ledger accounts that accounts payable transactions and checks are posted to in the **GLJRxxx** (Journal) file. When you enter the table ID, the rest of the **APGLxxx** table appears.

[illegible]

1. Accounts Payable posts to three accounts: discounts taken, cash/checking, and retainage. Accept each account or change the account descriptions.
2. For each account description, accept the default general ledger account number, or enter a different account number.

Make sure that the account numbers you enter match the account mask for the descriptions. This practice ensures that the posted amounts are sent to the right accounts.

APPDxxx Table

The **APPDxxx** table stores a company's current general ledger period, fiscal year, and number of periods per year for posting and periodic history.

When you enter the **Table ID**, the rest of the **APPDxxx** table appears.

PERIOD	FISCAL YEAR	PERIODS/YEAR
12.00	2002.00	12.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00

1. Enter the number of the current period (1.00-13.00). The period increments when you do periodic maintenance.
2. Enter the current fiscal year. The fiscal year is incremented when you do year-end maintenance.
3. Enter the number of accounting periods your company uses in a year.

DISCxxx Table

The **DISCxxx** table stores the fields you can include in or exclude from vendor discounts—sales tax, freight, and miscellaneous charges.

When you enter the table ID, the rest of the **DISCxxx** table appears.

[illegible]

1. The three fields—**Sales Tax**, **Freight**, and **Misc**—you can include in or exclude from discounts appear. Accept each description, or enter different descriptions.

Do not delete lines or rearrange field names. The system looks for the defaults by their position in the table; it treats the item on the first line as sales tax, the item on the second line as freight, and the item on the third line as miscellaneous charges.

2. For each field, enter **YES** to include the field in discount calculations, or enter **NO** to exclude the field.

D1099xxx Table

The **D1099xxx** table stores a company's federal and state tax identification numbers. When you enter the table ID, the rest of the **D1099xxx** table appears.

[illegible]

1. The descriptions **Federal TIN** and **State TIN** appear. Accept each description or change it.

Do not delete lines or rearrange field names. The system looks for the defaults by their position in the table; it treats the item on the first line as the company's federal tax identification number and the item on the second line as the company's state tax identification number.

2. Enter the company's federal tax ID on the first line and the company's state tax ID on the second line. The tax IDs you enter are used as default IDs when you prepare 1099 forms.

F1099 Table

The **F1099** table stores the minimum amounts for preparing 1099 forms.

When you enter the table ID, the rest of the **F1099** table appears.

Box	Limit
1 - Rents	600
2 - Royalties	10
3 - Other Income	600
4 - Fed tax wh	
5 - Fishing Boat	
6 - Medical	600
7 - Nonemployee	600
8 - Substitute	10
9 - Direct Sales	5000
A - Crop Insur	600
B - Gold Paracut	0
C - Gross Attorn	0

1. The descriptions of the payment boxes on the 1099-MISC form appear. Accept each description, or change the descriptions. The system looks for these items by their position in the table; it treats the item on line one as rent, the item on line two as royalties, and so on.
2. Enter the 1099 limit for each type of payment.

See the appropriate year's instructions for 1099-MISC forms issued by the Internal Revenue Service for the limits.

FORMxxx Table

The **FORMxxx** table tracks the last check number and is incremented each time a check is printed. It is created when you enter online checks or print checks.

When you enter the table ID, the rest of the **FORMxxx** table appears.

The screenshot shows the APTB software interface. At the top is a menu bar with 'Commands', 'Edit', 'Modes', 'Other', and 'Help'. Below the menu bar is a toolbar with various icons. The main window has a title bar 'APTB' and a status bar at the bottom. The status bar displays 'Company H', '05/07/2003', 'Terminal T000', and 'OVR'. The main area contains a form with the following fields: 'Table ID' (set to 'FORM'), 'Number of Cols' (set to '1'), 'Description' (set to 'Next Check Number'), 'Column Length' (set to '8'), and 'Type' (set to 'A'). Below these fields is a table with a single column labeled 'Next Chk'. The table has 10 rows, with the first row containing the number '1'. The table is currently empty except for the first row.

Press **Enter** to accept the next check number that appears, or enter a different starting check number.

MRGLxxx Table

The **MRGLxxx** table stores the general ledger accounts that material requisitions are posted to in the **GLJRxxx** (Journal) file. This table is available only if you elected not to post material requisition credits to inventory item accounts in the Resource Manager **Options and Interfaces** function.

When you enter the table ID, the rest of the **MRGLxxx** table appears.

[illegible]

1. Material requisitions are posted to two accounts: material requisitions from inventory and material requisitions for miscellaneous materials. Accept each account description, or change the account descriptions.

Do not delete lines or rearrange the account descriptions. The system looks for these accounts by their position in the table; it treats the account on the first line as the material requisitions account for inventory items and the item on the second line as the material requisitions account for non-inventory items.

-
2. For each account description, accept the current general ledger account number, or enter a different account number.

Make sure that the account numbers you enter match the account mask for the descriptions so that the amounts are posted to the right accounts.

DFxxxx and DMxxxx Tables

The **DFxxxx** and **DMxxxx** tables store default information associated with jobs. Both store the **WIP** account for jobs. The **DFxxxx** stores the inventory account for accounts payable transactions and posting payments. The **DMxxxx** table stores the inventory account for material requisitions.

When you enter the ID, the rest of the table appears. Here is a sample **DMxxxx** table:

[illegible]

1. The fields you can enter defaults for appear. Accept the default fields, or change them.
2. For each field, accept the default general ledger account number, or enter a different account number.

Make sure that the account numbers you enter match the account mask for the descriptions so that the amounts are posted to the right accounts.

QDxxxx, QExxxx, QHxxxx, and QPxxxx Tables

The **QHxxxx** table stores the quick-entry stops used by the **Transactions** function when you enter header information. The **QDxxxx** table stores these stops when you enter miscellaneous debits, the **QExxxx** table when you edit transactions, and the **QPxxxx** table when you enter purchases.

The tables all have the same layout.

When you enter the table ID, the rest of the table appears. A **QPxxxx** table is shown below.

APTB

Commands Edit Modes Other Help

Table ID: QP Description: Purch Transaction Quick Entry Table

Number of Cols: 2 Column Length: 12 Type: A

FIELD	DATA
Description	
GL Descript	
Job ID	
GL Account	
Quantity	T
Units	
Unused	
Ext Cost	E
DFLT QCK/STD	QCK

Company H 05/07/2003 Terminal T000 OVR

1. The fields that appear in the line-item entry area when you add or change transactions appear. Accept the current fields, or change them.

Do not delete lines or rearrange the descriptions. The system looks for these values by their position in the table; it treats the value on the first line as the purchase description, the value on the second line as the general ledger description, and so forth.

2. If you want the cursor to stop at a field only when you press **Enter**, enter **E**. If you want the cursor to stop at a field when you use the Jump command or press **Enter**, enter **T**. If you do not want the cursor to stop at a field, leave the field blank.

QCxxxx, QMxxxx, QXxxxx, and QZxxxx Tables

The **QZxxxx** table stores the quick-entry stops used by the **Enter Material Requisitions** function when you enter header information. The **QMxxxx** table stores these stops when you enter material requisitions, the **QCxxxx** table when you change material requisitions, and the **QXxxxx** table when you return material requisitions.

The tables all have the same layout.

When you enter the ID, the table appears. A **QMxxxx** table is shown below.

FIELD	DATA
Description	
Addl Descr 1	E
Addl Descr 2	E
GL Descr	E
Job ID	
GL Account	E
Requested	T
Units	E
Filled	E
Backordered	E
Unused	
Ext Cost	T
DFLT QCR/STD QCR	QCR

Company H 05/07/2003 Terminal T000 QVR

1. The fields that appear in the line-item entry area when you add or change material requisitions appear. Accept the current fields, or change them.

Do not delete lines or rearrange the fields. The system looks for the fields by their position in the table; it treats the first line as the description, the second line as the first additional description, and so forth.

-
2. If you want the cursor to stop at a field only when you press **Enter**, enter **E**. If you want the cursor to stop at a field when you use the **Jump** command or press **Enter**, enter **T**. If you do not want the cursor to stop at a field, leave the field blank.

Release Form Text Maintenance

Use the **Release Form Text Maintenance** function to add or change the text printed on the release form.

Select **Release Form Text Maintenance** from the **File Maintenance** menu. The Release Form Text Maintenance screen appears.

Release Form Text Maintenance

Commands Edit Modes Other Scroll Commands Help

Form No 0

ABC HOME BUILDERS, INC.

2116 LIMRICK DRIVE, PEARLAND, TX 77581 (713) 481-8181 FAX # 480-3456

[] RELEASE [] PARTIAL RELEASE

KNOW ALL MEN BY THESE PRESENTS, that _____ of _____ for in consideration of the sum of @CKA, representing the [] final payment / [] partial payment under contract for the @PN1 work, and any and ABC HOME BUILDERS, INC., General Contractor, from all claims and demands arising out of labor performed or material or equipment supplied by the undersigned in connection with the construction of job for @JN1 at @JN2. IN WITNESS WHEREOF, the undersigned has caused this Release to be signed and sealed this _____ day of _____.

Line No (01 of 60)

Enter=edit Header Print Write

Company H 05/07/2003 Terminal T000 DVR

Enter the number of the form you want to work with. If you are creating a new form, you can copy it from an existing one.

Once you enter the form number information, press **D** to display the form, **E** to edit it, or **P** to print it.

Editing

When editing a form, use the arrow keys to move the cursor up and down and left and right.

You can enter variable codes for the form that instruct the application to insert actual information when the form prints. For example, if you always want the current check amount to appear, but the amount changes between subcontractors, you would use the check amount code **@CHA**. The notation for variable codes consists of the prefix **@** and a three character suffix.

Note

When using variable codes, be sure to leave enough blank spaces in the form to allow for the length of the information when the form is printed.

Available Variable Codes	Description
@CHA	Check Amount
@CKD	Check Date
@CKN	Check Number
@INV	Invoice Number
@JID	Job ID
@JN1	Job Description 1
@JN2	Job Description 2
@PID	Phase ID
@PN1	Phase Description 1
@PN2	Phase Description 2
@TOD	Today's Date

Available Variable Codes	Description
@VID	Vendor ID
@VND	Vendor Name

Printing

1. When you are ready to print, enter the form number you want to print.
2. Enter the number of copies you want to print and press **P**.
3. Select how you want to print the release form. For more information on the steps required when selecting an output device, see “Output the Report” on page 1-76.
4. Once the form prints, you are returned to the Release Form Text Maintenance screen. Enter another form number or use the **Exit (F7)** command to return to the **File Maintenance** menu.

Sample Release Form

ABC HOME BUILDERS, INC.	
2116 LIMRICK DRIVE, PEARLAND, TX 77581 (713) 481-8181 FAX # 480-3456	
[] RELEASE	[] PARTIAL RELEASE

KNOW ALL MEN BY THESE PRESENTS, that _____ of _____ for in consideration of the sum of _____ under contract for the @PN1 work, and any and ABC HOME BUILDERS, INC., General Contractor, from all claims and demands arising out of labor performed or material or equipment supplied by the undersigned in connection with the construction of job for @JN1 at @JN2. IN WITNESS WHEREOF, the undersigned has caused this Release to be signed and sealed this _____ day of _____.

(@VID) @VND
Subcontractor

(Signed Here) By: _____
Authorized Representative

Title _____

* * * * * A F F I D A V I T * * * * *

STATE OF TEXAS { }
COUNTY OF HARRIS { }

BEFORE ME, the undersigned authority, on this day personally appeared _____ being duly sworn, deposes and says that he is the _____ of @VND the Company which executed the foregoing Release and that all bills & claims against it of every nature and kind whatsoever in any manner arising from or growing out of labor performed or material/equipment furnished in connection with the construction of said Project has been paid and satisfied; and that he makes this Affidavit for the purpose of inducing General Contractor to make the [] final payment / [] partial payment under contract described in foregoing Release.

(Sign Here) By: _____
Authorized Representative

SUBSCRIBED and sworn to before me this _____ day of _____.

(Notary Sign Here) Notary Public
In and For the State of Texas

Commission Expiration Date

Subcontract

Use the **Subcontract** function to establish and update information about subcontracts you offer.

Select **Subcontract** from the **File Maintenance** menu. The Subcontract screen appears.

The screenshot shows the 'Subcontract' window with a menu bar (Commands, Edit, Modes, Other, Scroll Commands, Help) and a toolbar. The main area displays job information: Job ID 91-135, Description WESTERN OAKS, Estimate 4287.50, Actual LOT 5A, and Committed 3509.23. Below this is a table with columns: Phase, Vendor, Ref No, Trans Date, Subcontract Amt, Change Order Amt, and Total. The table contains five rows of data. At the bottom, there are buttons for 'Enter = edit', 'Append', 'View', 'Next Job', and 'Go to', along with a status bar showing 'Company H', '05/07/2003', 'Terminal T000', and 'OVR'.

Phase	Vendor	Ref No	Trans Date	Subcontract Amt	Change Order Amt	Total
01FOUN	ACE001	50234	04/04/2003	2000.00	500.00	2500.0091
01FOUN	CLE001	40234	08/02/2003	900.00	.00	900.0091
01FOUN	ELL001	020290	02/20/2003	200.00	300.00	500.0091
01SITE	CLE001	50235A	04/02/2003	500.00	.00	500.0091
02ELEC	HEN001	1023012	01/20/2003	787.50	.00	787.5091

Inquiry

1. Enter the **Job ID**. The job description information appears.

The total **Estimate** and **Actual** amounts come from the Job Master file. The **Committed** subcontract amount also appears. This figure is the sum of the subcontract and change order amounts from the items listed in the body of the screen.

2. Use the arrow keys to move the cursor to a specific item and press **Enter** to edit the information, **A** to append an entry, or **V** to view an item (you cannot make changes to it). The entry window appears.

If no line items exist for the **Job ID** you selected, the **Append Entry** window automatically appears.

Inquiry

3. Enter the **Phase ID**. If you pressed **Enter** to edit a line item, skip to step five.

Inquiry

4. Enter the **Vendor ID** to be used as a subcontractor. If you elected to edit a line item, skip to step five.

The vendor must already be set up as a subcontractor.

5. Enter a reference (contract) number for the job. This information is printed on the Subcontract List and Subcontract Report.
6. Enter the transaction date for the job. This information is printed on the Subcontract List and Subcontract Report.
7. Enter the **Subcontract Amount** associated with the job. This information is printed on the Subcontract List and Subcontract Report.
8. Enter the **Change Order Amount** for this vendor. You can only enter one change order per vendor for a job and phase due to the structure of the file.
9. Enter the Previous Invoice, Payment, and Retainage amounts for this vendor.

-
10. Use the **Proceed (OK)** command to save the information. Use the **Exit (F7)** command to go to the scrolling region when you are finished appending or editing line items.
 11. Press **N** to enter a new **Job ID** to work with or press **F7** again to exit to the **File Maintenance** menu.

Change Fields

Use the **Change Fields** function on the **File Maintenance** menu to change any code used from one value to another. The **Change Fields** function can change codes within this application, as well as in other applications. To produce a list of fields changed, use the Print Log feature. A sample of the log appears on page 11-65.

When you select **Change Fields** from the **File Maintenance** menu, the Change Fields screen appears.

Original Value	New Value	File Description	Time	Tag
		AP Transaction Control Fi	Short	<input checked="" type="checkbox"/>
		AP Lot/Serialized File	Short	<input checked="" type="checkbox"/>
		Transaction Detail File	Short	<input checked="" type="checkbox"/>
		Transaction Headers	Short	<input checked="" type="checkbox"/>
		IN Detail History	Long	<input checked="" type="checkbox"/>
		Control File, Control Rec	Short	<input checked="" type="checkbox"/>
		Lot/Serial Invoiced File	Short	<input checked="" type="checkbox"/>
		Lot/Serial Received File	Short	<input checked="" type="checkbox"/>
		Lot/Serial File	Short	<input checked="" type="checkbox"/>
		Open Order Header File	Short	<input checked="" type="checkbox"/>
		Open Order Detail File	Short	<input checked="" type="checkbox"/>
		Restart File	Short	<input checked="" type="checkbox"/>
		Goods Received File	Short	<input checked="" type="checkbox"/>
		Invoiced Received File	Short	<input checked="" type="checkbox"/>

Line No (000001 of 000000)

Tab = tag Enter = edit Append Begin code change Header Goto Field ID

Company H | 05/07/2003 | Terminal T000 | OVR

The screen contains three sections. The top, or **Header**, section, which includes the **Field ID** and **Print Log?** fields, is where you select the code or ID to change, and whether or not you want to produce the printed log.

The lower left, or **Values**, section is where you build a list of the values you want to change by specifying the old value and the new value.

The screen contains three sections. The top, or *Header*, section, which includes the **Field ID** and **Print Log?** fields, is where you select the code or ID to change, and whether or not you want to produce the printed log. The lower left, or *Values*, section is where you will build a list of the values you want to change by specifying the old value and the new value. The lower right, or *Files*, section contains a list of the files that will be changed in the applications you have installed on your system.

The lower right, or **Files**, section contains a list of the files that are changed in the applications you installed on your system.

Header

Inquiry

1. Enter the **Field ID** you want to change. You can change only Accounts Payable fields from the **Accounts Payable** menu. To change IDs and codes from other applications, run the **Change Fields** function in the respective application.
2. Select the **Print Log?** check box to print a list of the files that are changed.
3. After you enter the **Field ID** and indicate your preference for printing the log, use the **Proceed (OK)** command to begin entering field values to change.

Values

4. To edit or add original/new values in this section, select a line and press **Enter** to edit the current line. The Edit Original/New Values dialog box appears. Press **A** to append another value to the list. The Add Original/New Values dialog box appears.
5. Enter the current field value you want to change in the **Original Value** box.
6. Enter the new value that you want to use for this field in the **New Value** box.
7. Select a command.

-
- Press **Tab** to switch to the **File Description** section to specify which files change during processing.
 - Press **Enter** to edit the current line.
 - Press **A** to append another value to the list.
 - Press **B** to begin the change field process.
 - Press **H** to return to the header section to change the selection you made for printing the log.
 - Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.
 - Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).
8. Continue entering old values and new values until you have specified all of the values you want to change in the **Values** section.

Files

The files that contain the **Field ID** you selected appear in the **File Description** section. You should change IDs in all of the files as a general rule. Exclude files from the change process only when your reseller or support representative instructs you to so.

9. The **Time** field gives you an idea of the relative time it takes to change the field in a given file. Files where this code or ID are a part of the key to the file can be changed more quickly than files where each record in the file must be scanned for the code or ID. Each file is rated as **Short** or **Long** to denote the estimated time required to change the field.
10. The **Tag** field denotes whether the file is affected by the copy process. Tag the file to change fields in the file.
11. Select a command.

-
- Press **Tab** to switch to the **Values** section of the screen.
 - Press **Enter** to toggle a file as included or excluded from the copy process.
 - Press **A** to tag all of the files.
 - Press **N** to untag all of the files.
 - Press **B** to begin the change field process.
 - Press **H** to return to the header section to change the selection you made for printing the log.
 - Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.
 - Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).
12. When you have tagged the files you want to change, press **B** to begin the change process. When the changes are complete, the log prints if you elected to produce it.
 13. Enter a new **Field ID** to change, or use the **Exit (F7)** command to return to the **File Maintenance** menu.

Change Fields Log

05/14/2002 10:04 PM		Builders Supply Change Code Log			Page 1
File Name	Records Read	Records Converted	Original Total Record	New Total Records	
APVEH	1	1	16	16	
APCHH	21	0	21	21	
APCHH	1	0	21	21	
APHCH	8	0	8	8	
APHIH	550	56	550	550	
APHSH	57	56	623	623	
APTINH	1	1	25	25	
APTXXH	0	0	0	0	
APRHH	5	0	5	5	
APRLH	5	0	5	5	
APTDH	10	4	10	10	
APTHH	4	1	4	4	
APVCH	0	0	20	20	
INAIH	62	4	189	193	
INHIH	Improper field length for Record Test; KNUM=0, Record=ENTRY				
INHIH	326	43	1010	1010	
INLHH	204	16	204	204	
INLHH	Improper field length for Record Test; KNUM=0, Record=ENTRY				
INLHH	234	178	406	406	
INSHH	Improper field length for Record Test; KNUM=0, Record=ENTRY				
INSHH	326	178	573	573	
INVIH	223	16	207	223	
JOHIH	106	16	189	189	
JOHIH	0	0	189	189	
POOHH	9	1	9	9	
POORH	31	3	31	31	
POPOH	3	0	3	3	
Field ID	AP VENDOR ID				
Original Value	New Value				
TIM001	TMB001				

Master File Lists

12

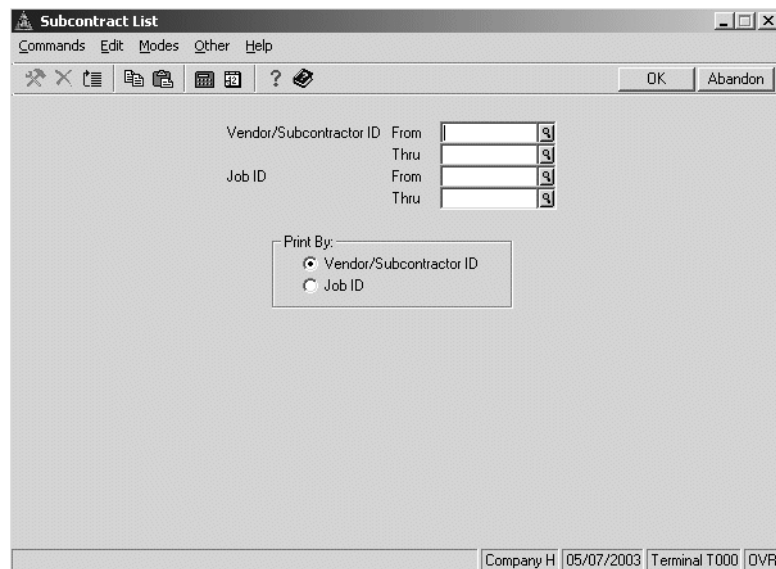
Printing a Master List	12-3
Vendor Detail List	12-7
Vendor Comments List	12-9
Recurring Entries List	12-11
Tables List	12-13
Vendor Reference List by Class	12-15
Subcontract List	12-17

Printing a Master List

All Master Lists are printed in a similar manner. Use the instructions below to print a list from the **Master File Lists** menu, modifying them as necessary for the list you are printing. For example, if the pick screen for the list you want to print does not contain any check boxes, skip that step and continue to the next.

Follow these steps to print a master list:

1. Select the report you want to print from the **Master File Lists** menu. The screen for that report appears. The Subcontractor List screen is shown below as an example.



Inquiry

2. Select the range of values to print on the report in the list boxes. Leave these fields blank to select all values, or enter values into a combination of fields to select specific information to print on the list. The **Inquiry** command is usually available with these list boxes.

-
3. If the screen contains option buttons, select the button corresponding to the type of information you want to print on the list. You can select only one per option group.

These options control the type of information that prints on the list. For example, option buttons determine if the report lists vendor ID or vendor name, or recurring entries, run code, or cutoff date. On the example screen, these option buttons control whether the vendor ID or vendor name prints on the list.

4. If the screen contains check boxes, select the check box corresponding to the information you want to include in the report. Clear the check box to exclude information from the report.

These check boxes are often used to specify whether to suppress blank lines or insert a page break per table.

5. If you elected to produce the list of labels, a line of **x's** prints so that if you are producing labels, you can align them. Then this prompt appears:

Is form aligned?

If the labels are not aligned, select **No** and adjust them. When the labels are aligned, select **Yes** to produce them.

6. Select the output device. See "Output the Report" on page 1-76 for more information. After you produce the list, the **Master File Lists** menu appears.

Vendor Labels

Use the **Vendor Labels** function to print 1-by-3½-inch standard labels for vendor checks or to print a vendor phone list. You can also produce 1½-inch mailing labels with three address lines.

Labels Example

```
ACE001
ACE PLUMBING SUPPLY COMPANY
6769 GOLDEN GATE DRIVE
SAN FRANCISCO CA 35454-5548

ATT001
ATLANTIS TELEPHONE CO.
49838 65 ST N. SUITE 498
MINNEAPOLIS MN 49848-3939

BOR001
BORIS CONSTRUCTION COMPANY
34 EAST MOCKINGBIRD LANE
EDEN PRAIRIE MN 55344-0034

CLE001
CLEVELAND INTERIORS, INC.
4662 SE MAIN
CLEVELAND OH 54566-5789

EDD001
EDDY APPLIANCE CO.
27861 W. 93RD AVENUE
HIGHWAY 46
SOUTH BEND IN 20299-5545

ELL001
ELLIS ELECTRICAL SUPPLY
P.O. BOX 34002
NEW YORK NY 11111

TEL001
TELL & JACOBY
3 INDEPENDENCE BLVD
PHILADELPHIA PA 22332-3333

THO001
THOMPSON HEATING &
AIR CONDITIONING
P.O. BOX 99388
MINNEAPOLIS MN 55555-0545

TIM001
TIMBERLAND WINDOWS, INC
12035 W. 128TH ST
PORTLAND OR 87888-4566
```

Vendor Detail List

The Vendor Detail List shows the information stored in your vendor records: each vendor's name and address, pay-to name and address, purchasing information, and 1099 information.

List Example

10/24/2003 1:38 PM	OSAS v6.5 Vendor Detail List By Vendor ID	Page 1
ACE001 ACE PLUMBING SUPPLY COMPANY 6769 GOLDEN GATE DRIVE	PAY TO: ACE PLUMBING SUPPLY COMPANY 32 VENTON BLVD	
SAN FRANCISCO CA 35454-5548 US Contact: BILL HUMPHREY Phone: (309)555-5321 Fax: (309)555-5488 E-Mail: bhumphrey@aceplumbingsupply.com Web: www.aceplumbingsupply.com Our Acct:	OAKLAND CA 92342-0032 US Attn: ACCOUNTS RECEIVABLE Phone: (309)555-0399 Fax: () -	
Payment Priority: 0 GL Account: 104000 Vendor Class: PROD Vendor Hold? No Distrib Code: 01	1099: Form Code: N No form Recipient ID: Field Indicator: Foreign Address? No 2nd TIN Not? No	
Terms Code: AP0003 1/10,n/30 Tax Group: Reg 1.0% 10 DAYS NET 30 CA		
Amount Due: 397545.06	Amount Prepaid: .00	
Last Purchase 12/09/2002 Last Payment 07/27/2003	Amount 212077.98 42415.70	Number 00030820 0012321
Purchases .00 Payments .00 Discounts Taken .00 Discounts Lost .00 1099 Payments .00	Period to Date .00 Qtr to Date .00 Year to Date .00 Last Year 810964.90 432994.13 428.44 4847.76 .00	

Vendor Comments List

Produce the Vendor Comments List to list the comments that are on file for a vendor. You can use the list as a reference when you enter accounts payable transactions.

List Example

10/30/2002 1:41 PM	OSAS v6.5 Vendor Comments List By Vendor ID and Date		Page 1
Vendor	Description/ Date	Ref. Comment	

ACE001	ACE PLUMBING SUPPLY COMPANY		
	08/21/2002 000	Lisa called about past due balance.	
	12/18/2000 0	CALLED SARA WE ARE SENDING THE CHECK TODAY	
	12/14/2000 0	VENDOR DEMANDS PAYMENT NOW!!!	
	11/30/1999 0	LISA CALLED ABOUT PAST DUE BALANCE	
	05/12/1999 1	JANE CALLED REQUESTING PAYMENT.	
BOR001	BORIS CONSTRUCTION COMPANY		
	11/30/1999 0	VENDOR AGREED TO SEND CREDIT MEMO.	
	05/12/1999 1	VENDOR DEMANDS PAYMENT BY 5-20-02.	
CLE001	CLEVELAND INTERIORS, INC.		
	05/19/1999 1	BOB FROM A/R DEPARTMENT SAID WE UNDERPAID THEM.	
EDD001	EDDY APPLIANCE CO.		
	05/06/1999 0	EDDY'S NEEDS AT LEAST A PARTIAL PAYMENT SOON.	
ELL001	ELLIS ELECTRICAL SUPPLY		
	05/10/1999 0	I TOLD SHARI I WOULD SEND PAYMENT ON 5-25-02.	
JOH001	JOHNSON DOOR COMPANY, INC.		
	05/07/1999 0	REQUESTED BILL TO FAX A COPY OF INV. # 53838.	
MIL001	MILLWORK LUMBER & CABINETS		
	05/13/1999 0	CALLED FOR A CREDIT MEMO FOR INV # 484849.	
PLA001	PLASTICS & METAL FABRICATORS		
	12/14/2000 0	OUR BALANCE MATCHES THEIRS AS OF 11-30-02	
	11/08/1999 0	BILL CALLED ABOUT PAST DUE BAL. AGREED TO PAY SOON	
	05/16/1999 0	CALLED VENDOR ABOUT EXTRA CHARGES ON INV # 383630	
THO001	THOMPSON HEATING &		
	12/14/2000 0	ASKED JULIE FOR A FAX COPY OF INV # 39393 RECEIVED FAX BUT IT IS NOT OUR INVOICE	
	05/28/1999 0	MARY CALLED ABOUT PAST DUE BALANCE.	

Recurring Entries List

Before you copy recurring entries to the **APTDxxx** and **APTHxxx** (Transaction) files, produce the Recurring Entries List to check for mistakes and omissions.

If you find incorrect transactions in the Recurring Entries List, use the **Edit Recurring Entries** option in the **Recurring Entries** function (see page 11-21) to correct them.

List Example

10/30/2002 1:44 PM		OSAS v6.5 Recurring Entries List By Recurring Number								Page 1	
Run Code	Recurring Number	Ent No.	Vendor Order No.	Invoice Order No.	GL Account	Job Phase	Cost Code	Item Description GL Description	Quantity	Units	Extended Cost
01	01	001	JON001	15655	105000			BUILDING RENT RENT	1.00	EA	1000.00
					Starting Bal./ Remaining Bal.	Start Date/ Cutoff Date	Tot. Pmts./ Rem. Pmts.	Subtotal/ Sales Tax	Freight Miscellaneous		Total
01	01	TOT	JON001	1099 15655	12000.00 .00	12/31/1997 12/31/2002	72 60	1000.00 40.00	.00 .00		1040.00
01	10	001	HEN001	122 155888	534001			ELECTRIC EXPENSE	1.00	EA	500.00
					Starting Bal./ Remaining Bal.	Start Date/ Cutoff Date	Tot. Pmts./ Rem. Pmts.	Subtotal/ Sales Tax	Freight Miscellaneous		Total
01	10	TOT	HEN001	122 155888	.00 .00	02/01/1999 12/30/2002		500.00 20.00	.00 .00		520.00
01	11	001	ATT001	878 32135	533001			TELEPHONE EXPENSE	1.00	EA	200.00
					Starting Bal./ Remaining Bal.	Start Date/ Cutoff Date	Tot. Pmts./ Rem. Pmts.	Subtotal/ Sales Tax	Freight Miscellaneous		Total
01	11	TOT	ATT001	878 32135	.00 .00	02/01/1999 12/31/2002		200.00 8.00	.00 .00		208.00
01	12	001	MIN001	878 56661	534001			DRINKING WATER COST	1.00	EA	50.00

Tables List

Produce the Tables List to get information from a particular Accounts Payable table. This function is valuable if you plan to change a table and want a hard copy.

List Example

10/30/2002 1:50 PM	OSAS v6.5 Tables List Accounts Payable	Page 1
Table ID APGL No. of Columns 2	Description General Ledger Accounts Column Length 12 Type A	
DESCRIPTION	GL ACCOUNT	
Discounts	804000	
Cash	100000	
10/30/2002 1:50 PM	OSAS v6.5 Tables List Accounts Payable	Page 2
Table ID APPDH No. of Columns 3	Description Fiscal Year/Period Table Column Length 12 Type N	
PERIOD	FISCAL YEAR	PERIODS/YEAR
1.00	2002.00	12.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
10/30/2002 1:50 PM	OSAS v6.5 Tables List Accounts Payable	Page 3
Table ID D1099H No. of Columns 2	Description Tax Identification Numbers Table Column Length 12 Type A	
Description	Tax ID	
Federal TIN	469-78-3627	
State TIN	MN 12-723422	

Vendor Reference List by Class

Produce the Vendor Reference List by Class to view a list of vendors that includes their class, vendor ID and name, contact person, phone and fax numbers.

List Example

07/11/2001 8:39 AM		BUILDERS SUPPLY v6.05A Vendor Reference List by Class				Page 1
Class	Vendor ID	Vendor Name	Contact	Phone #	Fax #	
	ELL001	ELLIS ELECTRICAL SUPPLY	CHARLENE S.	(100) 532-3789	(100) 532-6578	
	LUM001	LUMMOX HEATING & AIR CONDITION	Mr. Jack Handcroft	(715) 555-2300	(715) 555-8665	
	TEL001	TELL & JACOBY	MARY WILLIAMS	(333) 889-9945	(333) 889-5798	
2121	JON001	JONES REALTY COMPANY	RANDY MARKS	(888) 854-5456	(888) 854-5256	
PROD	ACE001	ACE PLUMBING SUPPLY COMPANY	BILL HUMPHREY	(309) 555-5321	(309) 555-5488	
PROD	BOR001	BORIS CONSTRUCTION COMPANY	JULIE C.	(612) 458-2423	(612) 458-5455	
PROD	CLE001	CLEVELAND INTERIORS, INC.	CARL WILSON	(800) 846-0333	(800) 846-2456	
PROD	EDD001	EDDY APPLIANCE CO.	RALPH JOHNSON	(219) 459-8721	(219) 459-5464	
PROD	JOH001	JOHNSON DOOR COMPANY, INC.	BILL SMITH	(454) 878-9989	(454) 878-1232	
PROD	MIL001	MILLWORK LUMBER & CABINETS	SHELLY	(800) 322-5456	(800) 322-8789	
PROD	PLA001	PLASTICS & METAL FABRICATORS	CHARLES STANGL	(102) 789-8899	(102) 789-8898	
PROD	THO001	THOMPSON HEATING &	JODY JOHNSON	(666) 545-5454	(666) 545-8785	
PROD	TIM001	TIMBERLAND WINDOWS, INC	JOHN S.	(988) 788-9989	(988) 788-3599	
UTIL	ATT001	ATLANTIS TELEPHONE CO.	GEORGE	(800) 458-8585	(800) 458-9393	
UTIL	HEN001	HENNEPIN MUNICIPAL UTILITIES	HARVEY	(612) 483-9393	(612) 483-0033	
UTIL	MIN001	MINNEAPOLIS WATER DEPARTMENT	SUSAN SUMMERS	(456) 558-5121	(456) 558-7898	
*** End of Report ***						

Subcontract List

Produce the Subcontract List to view a list of subcontractors by Vendor and Subcontractor ID that includes the job and phase ID, contract date, contract number, and contract amount, as well as billing, payment, and retainage information. Data for the Subcontract List comes from the Subcontract file (APSCx).

List Example

10/24/2003 11:28 AM		Builders Supply Subcontract List By Vendor/Subcontractor ID							Page 1	
Vendor	Job	Phase	Contract	Cont. Date	Contract Amt.	Change Order	Total Amount	Billing	Previous Payment	Retainage
ACE001	91-135	01FOUN	50234	04/04/2003	2000.00	500.00	2500.00	1000.00	800.00	200.00
ACE001	91-135	01SITE		08/14/2003	.00	.00	.00	.00	.00	.00
ACE001	91-135	02ELEC		08/14/2003	.00	.00	.00	.00	.00	.00
ACE001	91-135	02FRAM		08/14/2003	.00	.00	.00	.00	.00	.00
ACE001	92-915	01FOUN	199	04/02/2003	200.00	.00	200.00	.00	.00	.00
ACE001	NEWJOB	0302	502	07/12/2002	500.00	20.00	520.00	.00	.00	.00
SUBTOTAL					2700.00	520.00	3220.00	1000.00	800.00	200.00
ATT001	91-135	01FOUN	ref#938	10/01/2003	25644.00	.00	25644.00	.00	.00	.00
ATT001	91-135	02ELEC		08/14/2003	.00	.00	.00	.00	.00	.00
SUBTOTAL					25644.00	.00	25644.00	.00	.00	.00
CLE001	91-135	01FOUN	40234	08/02/2003	900.00	.00	900.00	.00	.00	.00
CLE001	91-135	01SITE	50235A	04/02/2003	500.00	.00	500.00	.00	.00	.00
CLE001	93-A04	01FOUN	012312	02/02/2002	1000.00	.00	1000.00	.00	.00	.00
CLE001	M9050	BOND	5023403	08/10/2002	1400.00	.00	1400.00	.00	.00	.00
CLE001	NEWJOB	0105	20-402A	09/01/2002	5200.00	.00	5200.00	.00	.00	.00
CLE001	NEWJOB	0201	59252222	02/01/2003	1200.00	.00	1200.00	.00	.00	.00
CLE001	NEWJOB	0202	205234	04/02/2003	1111.00	.00	1111.00	.00	.00	.00
SUBTOTAL					11311.00	.00	11311.00	.00	.00	.00
ELL001	91-135	01FOUN	020290	02/20/2003	200.00	300.00	500.00	100.00	20.00	30.00
SUBTOTAL					200.00	300.00	500.00	100.00	20.00	30.00
HEN001	91-135	02ELEC	1023012	01/20/2003	787.50	.00	787.50	.00	.00	.00
HEN001	92-915	01SITE	920012	04/03/2003	600.00	.00	600.00	.00	.00	.00
SUBTOTAL					1387.50	.00	1387.50	.00	.00	.00

Job Payable Reports

13

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Insurance Expiration Report	13-11

Job Aged Trial Balance

The Job Aged Trial Balance report provides information about what you owe vendors. Job information is printed only for those vendors who have the **Post Job to Open Invoice** field set to **YES** on the **Subcontract Information** screen.

Select **Job Aged Trial Balance** from the **Job Payable Reports** menu. The Job Aged Trial Balance screen appears.

Vendor ID	From	Thru

Job ID	From	Thru

Aging Date: 05/07/2003
Cutoff Date: 05/07/2003

Aging Breaks:	Days	Date
Current	...	05/07/2003
Past Due 1	30	04/07/2003
Past Due 2	60	03/08/2003
Past Due 3	90	02/06/2003
Past Due 4	120	01/07/2003

Age By:
☒ Invoice Date
☐ Invoice Due Date

Print Invoices:
☒ All
☐ Exclude Retainage

Full Detail? ☒
Print Page Breaks? ☐

Company H 05/07/2003 Terminal T000 QVR

Inquiry

1. Define the **Vendor** and **Job IDs** you want to include. For more information on how to define ranges, see “Selecting a Range of Information” on page 1-75.
2. The current workstation date is the default in the **Aging Date** field. Press **Enter** to accept it or enter a new aging date. All invoices on the report are aged based on this date, and the aging breaks are created based on this date.

-
3. Press **Enter** in the **Cutoff Date** field to accept the default date (the current workstation date) or enter a new date. Only invoices before this date are included in the report.
 4. The dates listed in the **Aging Breaks** section of the screen are based on the aging date entered above. Press **Enter** to accept them or enter different dates for your aging breaks.
 5. Select how you want to age the invoices: **Invoice Date** ages invoices on the report by their invoice date, while **Invoice Due Date** ages invoices on the report by their invoice due date.
 6. Select what invoices you want to print: **All** includes all invoices on the report, and **Exclude Retainage** excludes all retainage invoices from the report.
 7. Select the **Full Detail?** check box (enter **Y** in text mode) to print the report in detail, or clear the box (enter **N** in text mode) to print the report in summary.
 8. Select the **Print Page Breaks?** check box (enter **Y** in text mode) to print page breaks between vendors, or clear the box (enter **N** in text mode) to produce a continuous report.
 9. Select how you want to output the report. For more information on selecting an output device, see “Output the Report” on page 1-76.

Detail Job Aged Trial Balance

1/2002 AM		Builders Supply Detail Job Aged Trial Balance Aged By Invoice Date Sorted By Job ID						Page 1		
Vendor	Invoice	Stat	Inu Date	Amount	Current	31- 60	61- 90	91-120	Over 120	Future
ACE001	24920	H	08/12/02	71406.90			71406.90			
CLE001	3711		10/05/02	61200.00	61200.00					
CLE001	3711		10/05/02	111413.26	111413.26					
TH0001	5580		10/03/02	127457.90	127457.90					
	Job	Total		371478.06	300071.16	.00	71406.90	.00	.00	.00
Grand Totals				371478.06	300071.16	.00	71406.90	.00	.00	.00

Job Open Invoice List

The Job Open Invoice List provides a list of invoices that fall into different categories: released, held, retainage, prepaid, or all. Job information is printed only for those vendors who have the **Post Job to Open Invoice** field set to **YES** on the Subcontract Information screen.

Select **Job Open Invoice List** from the **Job Payable Reports** menu. The Job Open Invoice List screen appears.

Job Open Invoice List

Commands Edit Modes Other Help

Pick Vendor ID From [] Thru []

Job ID From [] Thru []

Pick Invoices Due [/ /]

Take Discounts Due [/ /]

Print:

- ☒ Released Invoices
- ☐ Held Invoices
- ☐ Temporary Hold Invoices
- ☐ Prepaid Invoices
- ☐ All Invoices (Include Retainage)
- ☐ All Invoices (Exclude Retainage)
- ☐ Retainage Invoices

Company H 05/07/2003 Terminal T000 DVR

Inquiry

1. Define the **Vendor** and **Job IDs** you want to include. For more information on how to define ranges, see “Selecting a Range of Information” on page 1-75.
2. Enter the due date in the **Pick Invoice Due** field. All invoices with a due date on or before the date you enter are included.

3. Enter the discount date in the **Take Discounts Due** field. Discounts are taken for all invoices that have a discount date on or after the date you enter.
4. Select the invoice types you want to include from the list displayed.
5. Select how you want to output the list. For more information on selecting an output device, see "Output the Report" on page 1-76.

Job Open Invoice List

10/24/2003 11:46 AM		Builders Supply Job Open Invoice List All Invoices Due as of 11/15/03							Page 1	
Vendor ID	Vendor Name	Current Balance	Invoice Number	Stat	1099	Invoice Date	Due Date	Gross Due	Discount	Net Due
ACE001	ACE PLUMBING SUPPLY COMPANY	155350.59-								
	Job:199510 Phase:	Code:	23	N		10/02/03	10/12/03	343.55	.00	343.55
	Job:199510 Phase:	Code:	24	N		10/02/03	10/12/03	343.55	.00	343.55
	Job:199510 Phase:	Code:	33	N		10/01/03	10/11/03	687.10	.00	687.10
	Job:199510 Phase:	Code:	35	N		10/02/03	10/12/03	5445.18	.00	5445.18
	Job:200310 Phase:	Code:	43-11704	N		10/06/03	10/16/03	10598.49	.00	10598.49
	Job:199510 Phase:	Code:	55	N		10/02/03	10/12/03	340.55	.00	340.55
	Job:199510 Phase:	Code:	66	H		10/01/03	10/11/03	5445.18	.00	5445.18
	Job:199509 Phase:	Code:	REC ORD	H		09/29/03	10/09/03	23.00	.00	23.00
	Job:199510 Phase:	Code:	RT91-135	H		10/02/03	10/12/03	3.00	.00	3.00
	Job:199510 Phase:	Code:	RT91-135	H		10/02/03	10/12/03	68.71	.00	68.71
	Job:199510 Phase:	Code:	RT91-135	H		10/02/03	10/12/03	33.00	.00	33.00
	Job:199510 Phase:	Code:	RT91-135	H		10/02/03	10/12/03	32.00	.00	32.00
	Job:200310 Phase:	Code:	RT91-135	H		10/03/03	10/13/03	103.07	.00	103.07
	Job:200310 Phase:	Code:	RT93-A04	H		10/06/03	10/16/03	900.00	.00	900.00
	Job:199510 Phase:	Code:	RTM9090	H		10/02/03	10/12/03	4.00	.00	4.00
	Job:199510 Phase:	Code:	72	N		10/02/03	10/12/03	618.39	.00	618.39
	Job:199508 Phase:	Code:	15	H		08/22/03	09/01/03	11337.15	.00	11337.15
	Job:199510 Phase:	Code:	79	H		10/02/03	10/12/03	1236.78	.00	1236.78
	Job:200310 Phase:	Code:	84	N		10/03/03	10/13/03	4680.82	.00	4680.82
	Job:199508 Phase:	Code:	13	H		08/19/03	08/29/03	1030.65	.00	1030.65
	Job:199510 Phase:	Code:	85	N		10/02/03	10/12/03	2126.61	.00	2126.61
	Job:199510 Phase:	Code:	87	N		10/02/03	10/12/03	997.65	.00	997.65
	Job:199510 Phase:	Code:	70	H		10/01/03	10/11/03	1030.65	.00	1030.65
	Job:199510 Phase:	Code:	71	N		10/02/03	10/12/03	3626.12	.00	3626.12
Vendor Total		155350.59-						51055.20	.00	51055.20
ATT001	ATLANTIS TELEPHONE CO.	409.60								
	Job:199510 Phase:	Code:	RT91-135	H		10/02/03	10/12/03	55.00	.00	55.00
	Job:200310 Phase:	Code:	RT91-135	H		10/03/03	10/13/03	154.60	.00	154.60
Vendor Total		409.60						209.60	.00	209.60

Subcontract Report

The Subcontract Report combines information from the Subcontract file (APSCx) and the Detail History file (APHIx). Print this report to find out what you currently owe your subcontractors. The report includes contract amounts, gross and net billings, amounts paid and unpaid, amounts retained, and a current balance amount.

Only items posted as Cost Type 6 (**Subcontract**) for the **Subcontr \$** field in the job are printed in this report. Information from the Subcontract file is not printed unless items exist in the Detail History file for this job, phase, and vendor.

Select **Subcontract Report** from the **Job Payable Reports** menu. The Subcontract Report screen appears.

Subcontract Report

Commands Edit Modes Other Help

Subcontractor ID From Thru

Job ID From Thru

Print By:

☒ Subcontractor ID

☐ Job ID

Print:

☒ Detail

☐ Summary

Company H 05/07/2003 Terminal T000 DVR

Inquiry

1. Define the **Subcontractor** and **Job IDs** that you want to include. For more information on how to define ranges, see “Selecting a Range of Information” on page 1-75.

2. Select how you want the report sorted by **Subcontractor ID** or by **Job ID**.
3. Select whether you want to include **Detail** or **Summary** information.
4. Select how you want to output the report. For more information on selecting an output device, see “Output the Report” on page 1-76.

Subcontract Report

07/16/2003					BUILDERS SUPPLY					Page 1	
2:54 PM					Subcontract Report						
Detail By Subcontractor ID											
SUBC.	JOB	PHASE	TRANS.	REF.	CONTRACT	GROSS	NET	AMOUNT	AMOUNT	AMOUNT	BALANCE
ID	ID	ID	DATE	NO.	AMOUNT	BILLING	BILLING	PAID	UNPAID	RETAINED	AMOUNT
BOR001	91-135	02FRAM	06/16/03	884567		3200.00	2720.00			480.00	
BOR001	91-135	02FRAM	SUB-TOTAL		.00	3200.00	2720.00	.00	2720.00	480.00	2720.00-
BOR001	91-135		SUB-TOTAL		.00	3200.00	2720.00	.00	2720.00	480.00	2720.00-
BOR001			SUB-TOTAL		.00	3200.00	2720.00	.00	2720.00	480.00	2720.00-
GRAND TOTAL					.00	3200.00	2720.00	.00	2720.00	480.00	2720.00-

Note

The **Contract Amount** is the sum of the contract and change order amounts in the Subcontractor file (APsx). The **Gross Billing** is the invoice amount (including retainage). The **Net Billing** is the **Gross Billing** less the **Amount Retained**.

Insurance Expiration Report

The Insurance Expiration Report provides information about whether your subcontractors are insured and the expiration dates of the insurance. This information is valuable if you want to assign work to subcontractors and want a list of who is insured for comparison.

Select **Insurance Expiration** from the **Job Payable Reports** menu. The Insurance Expiration screen appears.

Insurance Expiration

Commands Edit Modes Other Help

Vendor ID From Thru

Print:

☒ General Liability
☐ Worker's Compensation
☐ Both

Date Expired Before

Company H 05/07/2003 Terminal T000 DVR

Inquiry

1. Define the **Vendor ID** range you want to include. For more information on defining ranges, see “Selecting a Range of Information” on page 1-75.
2. Select the type of insurance information you want to view in the report. You can choose to include **General Liability**, **Worker's Compensation**, or **Both**.
3. To list the subcontractors' certificates that expire before a particular date, enter that date in the **Date Expired Before** field. You must enter a date.

4. Select how you want to output the report. For more information on selecting an output device, see “Output the Report” on page 1-76.

Insurance Expiration Report

Vendor ID & Name	Address	Phone	Gen. Liability	Worker's Comp.
CLEO01 CLEVELAND INTERIORS, INC.	4662 SE MAIN	(800) 846-0333	12/01/03	
TIMO01 TIMBERLAND WINDOWS, INC	CLEVELAND , OH 12035 W. 128TH ST PORTLAND , OR	54566-5789 (988) 788-9989 87888-4566	04/03/04	07/14/03

System Messages

A

Messages on the screen or in a report indicate an error or tell you how to enter data or what is happening in the function you are using. Self-explanatory messages are not listed.

Access denied.

Your access code is not set up to access this function.

Access for File Maintenance denied.

Your access code is not set up to use the **Maintenance (F6)** command in this field. You must be set up to access the **File Maintenance** function associated with this field.

Account (#) is a memo account.

You cannot use a memo account as the expense account for a line item.

Amount paid cannot exceed total.

You cannot enter a prepayment amount that is greater than the invoice total.

An error occurred while converting files. Conversion aborted.

An error occurred while creating files. File creation aborted.

If an error occurs during data file creation or conversion, a message that describes the problem appears. Then this message appears on the **RM Data File Conversion/Creation** screen to inform you that the process has been aborted. Correct the problem described in the first message and try again.

At least one history selection must be YES.

You must include at least one type of history in the Vendor Analysis Report.

A valid GL account is required.

Because Accounts Payable interfaces with General Ledger, you must enter an account number that is set up in the GLMAxxx (Master) file for the company.

A valid location ID is required.

You must enter a location ID that is set up in the INLOxxx (Locations) file for the company.

Backorder quantity cannot be greater than requested less filled.

The difference between the requested and filled quantities is the largest amount the backorder quantity can be.

Bank account ID is not on file.

The bank account ID you entered is not on file. Enter a different ID. If Accounts Payable interfaces with Bank Reconciliation, the **Inquiry (F2)** command is available.

Basic Error = nn Host Error = xxx Line = nnnn Program = xxxxxx

Basic Error = nn Line = nnnn Program = xxxxxx

A serious error has occurred. Write down the information that appears and get help from a support technician.

Cannot change distribution code for nonzero-balance vendors.

If you still owe a vendor money or have a prepaid balance with the vendor, you cannot change the distribution code assigned to it.

Cannot define file.

The system cannot write information to the specified destination. Make sure that enough disk space is available, the path you specified exists, and the diskette or disk is formatted and is not write-protected or corrupt. If you still cannot write the file, get help from a support technician.

Cannot delete last line of transaction.

A transaction must have at least one item. You cannot delete the line item because it is the only one for the transaction. You can go to the header screen and delete the entire transaction.

Cannot delete vendor with (items).

If a vendor has open invoices, open orders, or transactions on file, you cannot delete the vendor's record.

Cannot purchase service items.

You can purchase inventory items only.

Cannot set up recurring entries for temporary vendors.

Because temporary vendors are meant to be used only once, you cannot set up recurring entries for them. Enter the vendor in the **Vendors** function (see page 11-3), and then enter recurring entries for the vendor.

Cannot split - maximum of 999,999 sequences.

You cannot split a payment more than 999,999 ways.

Changing location ID will clear all values.

The values are based on the line item from the location. If you clear the location ID, all the values get cleared.

Checks already on file. Do you want to start over?

You prepared some checks but did not complete some pay invoices steps. To erase the checks on file and reprepare, enter **Y**. To exit from the **Prepare Checks** function and complete the remaining pay invoices steps for the checks, enter **N**.

Costs must be positive.

You must enter positive numbers for costs.

Cutoff date cannot precede starting date.

The cutoff date you enter must be later than the starting date.

(app) data files exist. Do you want this task to erase them?

To continue with the conversion and erase the existing files, enter **Y**. To create only the new or missing files (if any), enter **N**.

Date must be before (date).

The date you enter must be before the date that appears.

Dates must be in increasing order.

You must enter dates in chronological order for the Aged Trial Balance and the Cash Flow Report.

Days cannot be negative.

You cannot enter a negative number for terms days.

Days must be greater than zero.

The number of past-due days must be greater than zero for each aging bucket (break) in the Aged Trial Balance.

Detail history is not implemented.

You cannot produce the Detail History, Payment History, or Vendor Activity Reports or use the **Detail History** function because you elected not to keep detail history in the Resource Manager **Options and Interfaces** function.

Discount cannot exceed total less amount filled.

The difference between the total and filled amounts is the largest amount the discount can be.

Diskette contains file(s), directories, or volume label.

The diskette you want to use for 1099 magnetic media files has some files or directories on it, or it contains a label. Use a blank, formatted diskette. (See page 9-3 for instructions and information on acceptable formats.)

Disk full; cannot define file.

The diskette you are using for magnetic media 1099 forms is full. Put a formatted, empty diskette in the disk drive and try again.

Due date cannot be before invoice date.

The payment due date must be on or later than the invoice date.

Due dates have been adjusted.

If you change the invoice date or terms code of an existing transaction, the payment due dates for the order are adjusted accordingly.

End of Vendor file.

You have reached the end of the APVExxx (Vendor) file; the file does not have any more records.

Enter a run code between 1 and 99.

The mask for this field is N2, and the value must be greater than zero.

Extended cost is too large.

The extended amount of the line item is too large to fit in the space provided. Check the quantity and unit cost you entered. If they are correct, you must enter the line item as two line items to accommodate the total.

Field size is too large.

The amount of the invoice is too large to fit in the space provided. Check the amounts you entered in the **Tax**, **Freight**, and **Misc** fields. If they are correct, you must enter the invoice as two invoices to accommodate the total.

File unavailable (filename).

This message appears for one of three reasons:

- The function you are trying to access needs one or more files that are locked by another user on your system. When a file is locked, other users cannot access it during posts and other functions that need to keep the file intact.
- The function you are trying to access needs one or more files that are not on your system. Use the **Options and Interfaces** function on the Resource Manager **Company Setup** menu to verify that the correct interfaces have been selected. If that does not correct the problem, get help from a support technician.
- You are working with the wrong company. Return to the menu and then use the **Change Company (F3)** command to enter the ID you want.

In any case, press **Enter** to get back to the menu, correct the problem, and select the function again.

Form # x not on file.

The form number you entered in the **Copy from Form #** field is not recognized by the system. Use the **Abandon (F5)** command to start the process again or use the **Exit (F7)** command to return to the **File Maintenance** menu.

GL account (#) is not in Master file.

The account number you entered is not in the GLMAxxx (Master) file. Enter the correct account number. The **Inquiry (F2)** command is available.

History not implemented for subcontract report.

The Accounts Payable/Purchase Order option **Keep Detail Purchase History** must be set to **YES** and history must be saved to print detail for this report.

Invalid date - mm/dd/yyyy.**Invalid date - dd/mm/yyyy.**

The date you entered is invalid or the format you used is incorrect (for example, American format in a European-format system). This message is usually accompanied by one of two explanatory messages:

Month out of range (1 to 12)

or

Day out of range (1 to *nn*)

If you entered an invalid date, press **Enter** and enter a valid one. You can enter dates in either format: 010102 or 01012002.

Invalid entry.

The information is not valid in the field where you entered it. Check the data and enter it again. Consult the user's manual or use the **Help (F1)** command for information.

Invalid number of periods in APPDxxx table.

The valid number of periods you can enter in the APPDxxx table are 1, 4, 12, and 13.

Invalid period conversion table.

The CNVTxxx table for the company is invalid. A common reason is that you did not update the table with the corresponding data for the next period. Use the **Tables** function (see page 11-37) to make adjustments.

Invalid year.

The fiscal year you entered is invalid.

Item is discontinued.

You cannot enter a transaction with a discontinued item. Someone may have removed the item record. Press **Enter** to remove the message. Then make sure that you have the correct item.

Item (#) not found in location (#).

The number of the item that you entered is not in the location shown in this message.

Job (#) not found.**Job (ID) is not on file.**

The job number you entered is not on file in the Contractors' Job Cost system. Check your records. Then enter a job number that the Contractors' Job Cost system recognizes or add the job number to Contractors' Job Cost.

Job not implemented for subcontract report.

The option to interface with Contractors' Job Cost is inactive on the Accounts Payable/Purchase Order **Options and Interfaces** screen. You cannot print the report unless you enter **YES** in the field(s).

Line item exists. Change phase or vendor ID.

A subcontract record already exists for the specified phase and vendor. To edit the existing record, press **Enter**. Use the **Exit (F7)** command to return to the line-item scrolling area.

**Location (ID) is not on file.
Location (ID) not found.**

The location you entered is not on file. Enter a location ID that is on file or add the location ID to the INLOxxx (Locations) file.

**Maximum number of lines is 998.
Maximum number of lines reached. Cannot insert.**

You cannot insert a line item if the transaction already has 998 line items.

Must be (within range).

You must enter a value within the range specified in this message.

Must build (table ID) first.

You must build the table shown in this message before you can use the function.

Must enter (1-n).

You must enter a value within the range specified in this message.

Must enter (value).

You must enter the kind of value specified in this message.

NAMES table missing for company (ID). Using default expense types.

Because you have not set up the NAMESxxx table in Contractors' Job Cost for the company, the system uses the default expense types instead.

Net due days cannot be less than discount days.

The number of net due days must be greater than or equal to the number of discount days.

No check records on file for (vendor ID).

The vendor's record does not have any check records on file. You cannot select payables for it.

No checks on file.

After posting payments, use the **Prepare Checks** function (see page 10-13) to create the checks on file. Then, print the checks (see page 10-23).

No checks to print.

Only prepaid invoices were on file for the due date and vendors you selected when you prepared checks.

No date selects all invoices on file.

When you do not enter a date, the system selects all the invoices the vendor has on file.

No history for vendor (ID).

This vendor does not have any history records on file, possibly because they were deleted, the vendor is new, or you elected not to keep summary history in the Resource Manager **Options and Interfaces** function.

No history records exist.

No history records are on file. Exit from the function.

No invoice records on file for (ID).**No invoices on file for (ID).**

No invoice records for the vendor are on file. Make sure that you entered the correct vendor ID. If it is correct, post the transactions (after you print the appropriate journals and back up the system) and try again. If this message still appears, reenter the transaction, post it, and try again.

No prepaid checks for vendor (ID).

No prepaid checks for the vendor are on file.

No records in intermediate file.

The intermediate file used to prepare magnetic media for 1099 forms does not have any records. Exit from the **1099 Forms** function.

No records in specified date range.

No records are available for the date range you entered. Enter a different range of dates.

No summary history for this period.

The period you selected has no summary history.

Output file already exists. Do you want to start over?

Accounts Payable already has a work file used to create magnetic media. To delete this file and continue, enter **Y**. To work with the current file, enter **N**.

Over maximum of 999 sequences for this date and reference ID.

A particular date and reference ID can hold only 999 comments.

Payment date must be equal to or greater than the invoice date.

The prepayment date is earlier than the invoice date. Enter a different date.

Payment of n is not allowed.

The amount of the calculated payment is too large for the field size. Make sure that the values you entered in the **Tax**, **Freight**, and **Misc** fields are correct. If they are not, enter the correct values. If they are, you may want to split the payment into two or more payments.

Percentage cannot be negative.

You cannot enter a negative terms code percentage.

Phase (ID) is not on file.

The phase ID is not set up for the job. Enter a different phase ID. The **Inquiry (F2)** command is available.

Printer busy.

The printer you are trying to use is being used by another program. Press **Enter** to continue with your entry and try again later.

Purchase history is not implemented.

You cannot produce the Detail History, Payments History, or Vendor Activity Reports or use the **Detail History** function because you elected not to keep detail history in the Resource Manager **Options and Interfaces** function.

Quantity cannot be less than zero.

You cannot enter a negative value for the quantity.

Quantity must be greater than zero.

You must enter a quantity that is greater than zero.

Quantity on hand = (n).

The quantity in inventory with the status *on hand* appears.

Remaining balance cannot be greater than starting balance.

A recurring entry's remaining balance is the starting balance minus an amount. Therefore, the recurring entry's balance cannot be greater than its starting balance.

Remaining payments cannot be greater than total payments.

A recurring entry's remaining number of payments is the starting number of payments minus the payments that were made. Therefore, the number of remaining payments cannot be greater than the number of total payments.

Summary history is not available for all comparisons.

Summary history is not available for all the comparisons in the report. In each column of the report where summary history is unavailable or insufficient, **.00*** appears.

Summary history is not available for this period.

The reporting period you specified does not have summary history. You cannot print the report for this period.

Summary history is not selected in the options table.

You cannot produce the AP Analysis, Purchase Analysis, Vendor Purchase History Reports, or use the **Summary History** function because you elected not to keep summary history in the Resource Manager **Options and Interfaces** function.

Terms code (code) not on file.

The terms code you entered is not on file.

There is no (data).

The kind of data indicated is not on file.

This invoice number has already been used.

The invoice number has already been assigned to a transaction. Accept it as a duplicate invoice number or enter a different invoice number.

This vendor is not set up as subcontractor.

You must set up the vendor as a subcontractor in the **Vendors** function for this vendor to appear in the Subcontract Report.

Thru value cannot be less than From value.

The value you entered at **Thru** is smaller than the value you entered at **From**. Press **Enter** and then enter the correct value at **Thru**.

Transaction is in process on terminal (ID).

Someone else is processing the transaction that you are trying to access. Press **Enter** and try again.

Transaction is not on file.

The number you entered is not associated with a transaction that is on file. Enter a different transaction number. The **Inquiry (F2)** command is available.

Unit cost is too large.

The unit cost of the line item is too large to fit in the space provided. See the *Contractors' Job Cost User's Guide* for information about how to reduce a job's cost.

Valid entries are (range).**Valid units are: n.**

Enter one of the valid selections shown in this message.

Value entered cannot equal previous field.

The value you enter cannot be equal to the value in the previous field.

Value must be at least (amount).

You must enter a value greater than or equal to the amount specified in this message.

Vendor (ID) is missing.**Vendor (ID) is missing from the Vendor file.**

The vendor ID associated with the record has been deleted. You can add the vendor ID to the APVExxx (Vendor) file, if necessary.

Vendor (ID) is not on file.

The vendor you entered does not have a record in the APVExxx file. Enter a different vendor ID. The **Inquiry (F2)** command is available.

Vendor (ID) is on hold.

You cannot pay invoices for a vendor whose status is **on hold**.

Vendor (ID) record in use.

The vendor record is being accessed by another user. Try to access the record again later.

Warning: (job or phase) has a finish date.

The Contractors' Job Cost job or phase that the item is to be applied to has a finish date. Make sure that you do not apply costs to the job or phase after that date.

Warning: Retention Invoice exists, must enter YES.

If you are trying to mark a vendor as a subcontractor on the **Subcontract Information** screen, and this vendor has an existing invoice with retainage amounts, you must enter **Y** in the **Post Job to Open Invoice** field.

Warning: Summary history is not available for all comparisons.

Summary history is not available for all the comparisons in the report. In each column of the report where summary history is unavailable or insufficient, **.00*** is appears.

Warning: 1099 amounts exist for this vendor.

This message appears for one of two reasons:

- You are preparing checks and you entered a 1099 payment for a vendor that does not receive a 1099-MISC form (see page 9-3). If you do not want the 1099 payments to be updated in the vendor's record, use the **Hold/Release Invoices** function (see page 10-5) to deselect the 1099 flag for the invoice.
- You cannot produce the AP Analysis, Purchase Analysis, Vendor Purchase History Reports, or use the **Summary History** function because you elected not to keep summary history in the Resource Manager **Options and Interfaces** function.

You cannot enter comments for a blank vendor ID.

You must enter a vendor ID before you can enter a comment.

You have unposted (information); you must post them before conversion.

If you have unposted transactions or checks when you convert, you must post them. The function automatically posts the information. You can either proceed with the conversion and post or exit from the function and stop the conversion.

You must enter (information).

You must enter the kind of information indicated in this message.

Your hard disk is full - unable to finish copying.

The system cannot finish converting your files because your hard disk is full. Delete unnecessary files, optimize your hard disk, or take other measures to make space. Then restore the backup you made before converting the files, and try again.

Common Questions

B

These commonly asked questions about the Accounts Payable system are divided into the following categories: Daily Work and Pay Invoices.

Daily Work

What is a temporary vendor and how do I work with one?

A temporary vendor is one you do business with only once (or not frequently enough to justify an entry in the APVExxx file).

To assign purchase information to this kind of vendor without entering the vendor in File Maintenance, enter **TEMP** in the Vendor ID field on the invoice. Then assign a name and an address to the vendor. The system assigns an ID, consisting of a “+” sign and a five-digit number. This number is included in the Purchases Journal. You can use the Purge Selected Files function to clear out temporary vendors with zero balances.

If I make an error on a line item when I enter a purchase or material requisition, how can I correct it without reentering the whole invoice?

You have three options:

- If you have not saved the line item, use the **Abandon (F5)** command to return to the beginning of the line item.
- If you have saved the line item but have not posted the transaction, go to the line-item scroll region, move the prompt (>) to the line item, and use the **Delete (F3)** command to delete it. Then enter the correct information. To edit the line item, use the **Edit** command in the Transactions (see page 5-3) and Enter Material Requisitions (see page 6-3) functions.
- If you posted the transaction, enter a miscellaneous debit to reverse the item.

Common Questions

Can I reverse purchases that were posted without account numbers?

Yes. Enter miscellaneous debits to reverse the purchases. However, if you posted purchases without account numbers, the APGLxxx table is probably not set up correctly, which could lead to a problem later. Check the table to make sure that you are entering valid account numbers. Then reenter the purchases with the correct account numbers.

Can I enter a prepayment?

Yes. If you entered the purchase but did not post it, use the Purchases option in the Transactions function (see page 5-3) to record the purchase. Enter the header information and assign the line items. When you get to the Amt Paid field in the Totals/Payments window, enter the amount you paid and the check number.

If you posted the purchase, use the Hold/Release Invoices function (see page 10-5) to change its status to *prepaid*.

I entered a prepayment but it was not posted to the cash account in General Ledger. Why?

The cash account is affected only when you prepare checks and post payments.

I was in the middle of posting and had computer problems. Can I recover?

Yes. If you backed up your data files before posting, restore the backup and start the post over.

The Post Transactions function has a restart feature. If you did not back up before posting, start the post over. Each posted transaction is flagged as posted, so if a transaction or batch of transactions was completely posted, it will not be processed again. If the system was in the middle of posting a transaction or a batch of transactions, it processes the transaction(s) again.

Then print the Open Invoice Report, the Detail History Report, and the appropriate reports from interfaced applications. Make adjustments for the double-posted entry, if any. (Only one transaction line or total can be double-posted.)

How is the Take Discounts Due field on the Open Invoice Report screen used?

Discounts are taken for invoices that are due on or after the date you enter in this field; the earlier the date, the more invoices have discounts taken.

When I print the Open Invoice Report, I cannot find any discounts. Why?

Check the date you entered in the Take Discounts Due field. Discounts are taken for invoices that are due on or after the date you entered; the later the date, the less discount information appears.

How do I enter installment payments for an invoice after it has been posted to the APINxxx (Open Invoice) file?

Use the Hold/Release Invoices function (see page 10-5) to split one payment into several. You need to know the vendor ID and the invoice number.

The system assigns a sequence number to each installment. You can use the Vendors and Invoices function (see page 4-3) to find out how many installments have already been made.

When are paid invoices cleared from the APINxxx (Open Invoice) file?

You can clear paid invoices by posting payments. Posting also updates vendor balances. If Accounts Payable is interfaced with General Ledger, payments are posted to the GLJRxxx (Journal) file automatically. If Accounts Payable is interfaced with Bank Reconciliation, summary disbursement entries are created in the BRTRxxx (Bank Reconciliation Transactions) file.

Pay Invoices

How do I use the Take Discounts Due date field in the Prepare Checks function?

The discount amount on an invoice is deducted from the total on the check that is prepared if the invoice is due on or after the date you enter.

Common Questions

I entered the wrong information when I prepared checks. How can I correct the checks in the APCHxxx (Checks) file?

Run the Prepare Checks function again. The following prompt appears: **Checks already on file. Do you want to start over?** Select **Yes** (or enter **Y** in text mode) to prepare the checks again.

How do alignment and restart work for printing checks?

An X is printed in the alignment box on the first form, and you are asked whether the forms are aligned. If you select **No** (or enter **N** in text mode), the process is repeated.

Use the restart feature to resume printing checks if the checks were not printed correctly or if the printer malfunctions. The Last Good Check Number field corresponds to the last form that was printed correctly. When the system starts printing again, it uses the next number. This number corresponds to the number of the check in the printer.

How can I prepare a check for just one invoice?

Use the Vendors and Invoices inquiry function (see page 4-3) to find out how many invoices the vendor has. If the vendor has more than one invoice, use the Hold/Release Invoices function (see page 10-5) to put the invoices you do not want to pay on hold. Then, when you prepare checks, enter the ID of the vendor whose invoice you want to pay.

Your other alternative is to issue a manual check for the invoice.

How do I record a manual check?

If you have posted the invoice, use the Hold/Release Invoices function (see page 10-5) to assign it the status of *prepaid*. When you prepare checks, the appropriate accounts are adjusted.

If you did not enter the purchase, enter it as prepaid. When you go to the Totals/Payments window, enter the amount of the check and the check number in the Amt Paid field.

If I specify installment payments when I enter a purchase, will they be paid automatically?

If you follow the right procedures, yes. When you prepare checks, specify a due date. Check records are set up in the APCHxxx (Checks) file for invoices that are due on or before this date. As long as you regularly prepare checks, your installments will be paid.

Build Retainage Invoice

**C**

Use the **Build Retainage Invoice** function only if you are upgrading from CJC version 4.11 or you are implementing CJC 4.5 from a manual system. This function creates records in the Open Invoice file for the retainage amounts stored in the Vendor file.

You must enter the information for each invoice manually, and you must enter separate amounts for each job, phase, and cost type. Print the Accounts Payable Detail History Report to get the information you need to build retainage invoices.

Note

You should not use this function if you are upgrading from C.R.A.F.T. because C.R.A.F.T. already has AP retainage invoices.

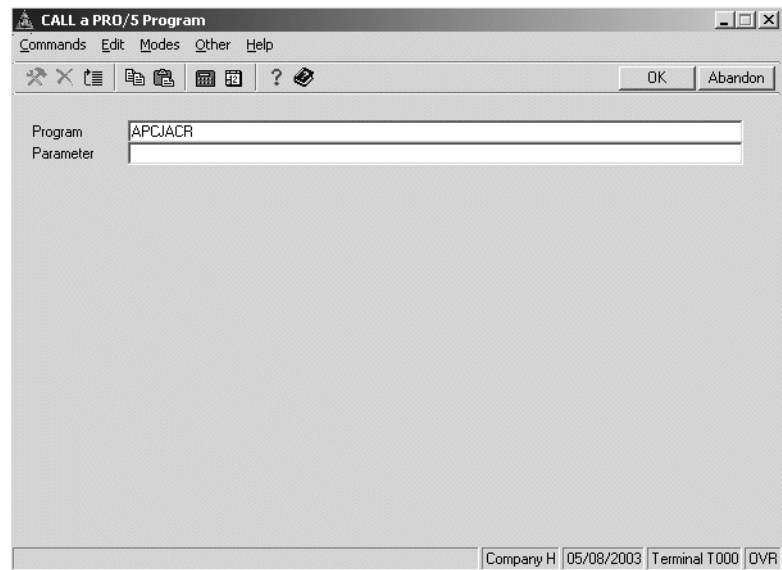
To access the **Build Retainage Invoice** function, following these steps:

1. In graphical mode, select the **Other** menu from the menu bar and then **Call a PRO/5 Program**. The Call a PRO/5 Program screen appears.

Alternatively, in text mode, press **F4** twice to bring up the **Other Commands** menu. Select **Call a PRO/5 Program** and the screen appears.

Build Retainage Invoice

2. Enter the following code: **APCJACR**.



The screenshot shows a Windows-style dialog box titled "CALL a PRO/5 Program". It features a menu bar with "Commands", "Edit", "Modes", "Other", and "Help". Below the menu is a toolbar with various icons. On the right side of the toolbar are "OK" and "Abandon" buttons. The main area of the dialog has two input fields: "Program" and "Parameter". The "Program" field contains the text "APCJACR", and the "Parameter" field is empty. At the bottom of the dialog, a status bar displays "Company H", "05/08/2003", "Terminal T000", and "OVR".

3. Use the **Proceed (OK)** command to continue.

Build Retainage Invoice

The **Build Retainage Invoice** screen appears.

OSAS T000
Settings Edit Print Help

Build Retainage Invoice

Vendor ID [] Vendor Retainage .00

Job ID Seq # 00

Phase ID

Cost Type

Trans Date

Ret Amount .00

Use This Function Only When You Set Up The System.

Company H Inquiry Verify

4. Use the Accounts Payable Detail History Report information to fill in the required fields.
5. Use the **Proceed (OK)** command to create the invoice. The **Retention Invoice Number** for each invoice appears at the bottom of the screen.
6. When you finish adding retainage invoices, use the **Exit (F7)** command to return to the menu.

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